



## Teacher Job Description

**Sequoia Nursery School** is a non-profit parent cooperative located in the beautiful setting of the Sequoia Lodge in the Oakland Hills. Established in 1947, we are a diverse community of about 30 families, a director, and a teacher working together to create a play-based environment to support children's growth emotionally, physically, socially, and intellectually. Sequoia is a half-day nursery school with a mixed class of preschool children ages 3 to 4. For each child, we strive to achieve the following goals:

- Develop positive self-concept, self-control, and a sense of belonging
- Develop curiosity about the world, confidence as a learner, creativity, and imagination
- Develop relationships of mutual trust with adults and peers, understand the perspectives of other people, negotiate and apply rules of group living
- Represent ideas and feelings through pretend play, art, music, and construction
- Use language to communicate effectively and facilitate thinking and learning
- Become competent in management of their bodies and acquire basic physical skills, both gross motor and fine motor

The **Teacher** is a part-time position following the Oakland Unified School calendar year\* from the hours of 8:30am-12:15pm, Monday to Friday. Sequoia Nursery School seeks to fill the Teacher position with experienced, dynamic individuals who:

- Create a safe and nurturing environment for children to learn and play by actively engaging with preschool children during school hours.
- Work in a close partnership with the Director of Sequoia Nursery School to implement an age-appropriate play-based curriculum, provide supervision to working parents during each school day, and ensure school operates within all standards and laws of the State of California.
- Work closely with the parent Board of Directors to ensure smooth operation of all administrative functions of the school. The Teacher will also be in communication with the governing Board over the summer.
- Encourage participation and creative contributions from the parent community
- Attend evening events and meetings with the Board and/or parent community including an open house for prospective families, orientation, membership meetings regarding school operations and educational activities, annual fundraising event, and parent education
- Make arrangements for parent conferences upon request
- Other administrative and educational responsibilities as assigned

### **Knowledge/Skills/Abilities:**

- Understanding of early childhood development for three and four year old children
- Understanding of and strong commitment to play-based preschool philosophy
- Energy and passion for working both one on one with children and with groups of children
- Strong organizational, creative problem-solving, and teaching skills
- Ability to work collaboratively with diverse individuals at all organizational levels and to be a strong team player
- Excellent communication skills with emphasis on gentle conflict resolution
- Versatility, flexibility, and a willingness to work within constantly changing priorities in a dynamic workplace
- Desire to grow professionally as a life-long learner

## Qualifications

- BA preferred
- At least 12 units of Early Childhood Education classes or actively working towards these units
- Minimum 3-5 years experience working with preschool children
- Experience in a parent participation preschool with a parent-lead Board of Directors
- Knowledge of appropriate community-based resources or programs that can be tapped as enrichment activities for students
- Knowledge of preschool regulations and compliance issues

**To Apply:** Send cover letter, resume, and list of at least three professional references to [sequoianurseryschool@gmail.com](mailto:sequoianurseryschool@gmail.com) by **Friday, February 16th**. Your cover letter should address: 1) your co-op experience, or why you desire to work in a co-op 2) your experience working in a play-based nursery school and 3) your experiences working with a Board of Directors, parent collaborative, and/or co-teacher

**This is a part-time position: Approximately 15-20 hours per week, 8:30 am-12:15 pm, Monday through Friday, 36 weeks per year (with some additional emailing required outside of 36 week school year).**

Salary for this position is \$20,000 - \$33,000 per year depending upon experience and education.

***Sequoia Nursery School is an equal employment opportunity employer. All employment decisions are made without regard to race, color, national origin, ancestry, religion, sex, gender identity, age, disability, medical condition, sexual orientation, marital status, veteran status, or any other characteristic protected by law. Sequoia Nursery School is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay and other forms of compensation, training, and other terms and conditions of employment.***

All incoming employees must show proof of vaccination and proof of booster information and maintain requirements of administrative license including but not limited to providing a negative TB test, proof of First Aid and CPR certification, and a physician's certificate that s/he is free of communicable diseases to the school every three years

\*Unlike the OUSD school year, Sequoia's school year starts after Labor Day. Otherwise, we adhere to the OUSD calendar.