

Family Heart Preschool Center Job Opportunities

Location:

1555 West Commonwealth Ave.

Fullerton, CA 92833

Hours of Operation: Monday – Friday 7:30am – 6:00pm

Ages Serve: Infant (6 weeks – 23 months), Preschool 2 – 5 yr. old, School-Age 5 -13 yr. old

Contact: Liza Boone

Family Heart Preschool Center

Director/CFO

Lic#: 304371671

657-632-5291

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Introduction:

Greetings, we are Family Heart Preschool Center. We are excited to welcome you to our budding preschool that is ready to serve the Fullerton Community and the various cities in the surrounding area. We at Family Heart Preschool believe that every child is equipped with the ability to learn and develop. With guidance, the teachers of Family Heart Preschool Center can aide the children within our care to broaden their horizons and set them on a path to success from infant to child, child to adolescence, and beyond. We invite you to join us in serving the children and families that will see Family Heart Preschool Center not only as a place of learning but a second home. Because at Family Heart Preschool Center, we are all Family at Heart.

Positions

Assistant Director

Assistant Director serves as third hand in command at times when one or both Directors are unavailable. When Director(s) is present, the Assistant Director will serve as a roaming teacher,

whose duties are to take over various staff positions to maintain adult/child ratio as mandated by State regulations. **Requirements: Site Supervisor Permit**

Hours: 7:10am – 6:00pm (varies) Monday – Friday

Starting Pay: \$16.50 per hour (40 hours per week max) (salary will increase over a 6-month period)

Infant/Toddler Teacher 6 weeks to 35 months of age

Infant/Toddler (I/T) Teacher oversees the infant/Toddler division and all TA's that are under their supervision. I/T teachers will perform continuous care with the children they receive. Continuous care means they will remain with their children until they turn 2 years old and transition to the next classroom. Care is based on the 3 R's (respect, respond, reciprocate) and the 1st Five initiative. **Requirements: Teacher Permit or higher**

Hours: 7:20am – 4:00pm Monday – Friday

Starting Pay: \$16.00 per hour (40 hours per week max) (salary will increase over a 6-month period)

Preschool Teacher ages 2/3 years old

Preschool Teacher oversees their age group and all TA's that are under their supervision. Duties are to create and preform a curriculum that builds language and vocabulary. Aid in potty training and various fine motor and gross motor skills to prepare children for age 3 curriculum. **Requirements: Teacher Permit or higher**

Hours: 7:20am – 4:00pm Monday – Friday

Starting Pay: \$16.00 per hour (40 hours per week max) (salary will increase over 6-month period)

PM infant substitute Teacher

PM infant substitute teacher has the same responsibilities as the Infant teacher in caring for the infants that are in their class. Care for infants is based on the 3 Resurrection (respect, respond, reciprocate) and 1st Five initiatives. PM substitute is to maintain care until time of pick up from family member. **Requirements: Teacher Permit or higher**

Hours: 4:00pm – 6:00pm Monday – Friday

Starting Pay: \$16 per hour (10 hours per week)

PM Preschool substitute Teacher

PM preschool substitute teacher has the same responsibilities as the Preschool teacher. PM substitute is to maintain care until time of pick up from family member. **Requirements: Teacher Permit or higher**

Hours: 4:00pm – 6:00pm Monday – Friday

Starting Pay: \$16 per hour (10 hours per week)

Receptionist

Receptionist is the friendly face and person of documentation and information of the Preschool. Giving parents guidance on any questions they may have and providing them the opportunity to speak with the director on matters that required the Directors attention. **Requirements: High School Diploma**

Hours: 10:00am – 5:00pm

Starting Pay: \$16 per hour (30 hours per week)