



COLLEGE OF MARIN  
invites applications for the position of:

**Child Development Program LEAD  
TEACHER - Full-time**

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**SALARY:** \$36,800.00 - \$38,800.00 Annually  
**OPENING DATE:** 08/26/22  
**CLOSING DATE:** Continuous  
**DESCRIPTION:**

**OPEN UNTIL FILLED**

***PLEASE BE SURE TO REVIEW THE REQUIRED APPLICATION DOCUMENTS SECTION  
BELOW TO ENSURE THAT YOU ARE ATTACHING EVERYTHING REQUIRED.***

**COVID Announcement:**

Due to COVID-19 applicants should be prepared that, if selected to interview for a faculty pool at the College, interviews *may* be held remotely.

To Apply: <http://jobs.marin.edu>

**NOTE: College of Marin is also currently recruiting for a Child Development Program TEACHER . Click [here](#) for more information and to apply.**

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The Child Development Program Lead Teacher is responsible for teaching preschool children in a team-teaching environment and for supervising and mentoring college students who visit the classroom for child observation and student teaching.

The Child Development Program Lead Teacher teaches in the College of Marin Child Development Center, located on the Kentfield campus. The Center is a California State Preschool that provides subsidized and full-cost child care to the children of College of Marin students, faculty and staff. The Center is a demonstration preschool that provides practicum training, observation, and research opportunities to COM students who are enrolled in Early Childhood Education, Pediatric Nursing, Child Psychology, Behavioral Science and related fields.

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**SALARY INFORMATION**

**FLSA Status:** Exempt

**Starting Salary Range:** \$36,800 - \$38,800 annually (\$28.04 - \$29.56 per hour). Salary placement is non-negotiable and is dependent upon verified background and experience.

Please refer to our [Human Resources](#) web site for the Children's Center Teachers salary schedule. Step 2 is the highest entering step for teachers new to the District.

**Benefits:** Please see the "Benefits" tab of posting for more information on the comprehensive benefit package offered with this position.

**WORK SCHEDULE**

- Full-time Equivalent (FTE): 1.0 (full-time)
- 7.5 Hours per Day / 37.5 Hours per Week / 175 Days per Year **with the possibility of optional overload days**
- Work days are Monday through Friday. The Child Development Program calendar is the same as the Credit Academic Year calendar. Summers are off, and teachers return for program preparation a couple of weeks prior to the start of the fall semester.

**BARGAINING UNIT & RETIREMENT PLAN*****UPM: Faculty, Teachers and Instructors***

Employees in this position classification are represented by the United Professors of Marin (UPM/AFT 1610). Faculty, Teachers and Instructors are required to comply fully with the United Professors of Marin Collective Bargaining Agreement, including payment of union dues or charitable contributions. General information regarding rights and responsibilities under the Agreement can be found in the [Collective Bargaining Agreements](#) section of our Human Resources site. Full-time UPM employees are also members of the California State Teachers' Retirement System (CalSTRS).

**DIVERSITY STATEMENT**

College of Marin strives to embrace diversity in all forms; it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

COM serves a county population of approximately 250,000 residents. Based on 2020-2021 academic year credit enrollment data, the diversity of students at the college includes greater representation than the county with regards to enrollment by Hispanic/Latino (30% of enrollment), Asian (7%), Black/African American (3%), and Multi-racial (6%) students.

College of Marin is an equal opportunity employer and does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, genetic information, genetic condition, status as a veteran, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans With Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive Order 11246 (as amended), COM is an Equal Opportunity Employer.

**FOREIGN DEGREE HOLDERS:** Please see the Required Application Documents section below for important information regarding the evaluation of your foreign degrees.

**ONLINE INSTRUCTION**

All faculty members must be available to provide instruction in the classroom and in person. Please note that the College does not offer online-only teaching assignments.

**ESSENTIAL FUNCTIONS:**

Under the supervision of the Director and the instructional leadership of the Site Supervisor, the Lead Teacher works 32.5 hours per week on the floor as a teacher and five (5) hours per week onsite on prep time, staff meetings, and other professional activities.

Duties include:

Collaborate with teaching team members to design and implement a play-based preschool curriculum that demonstrates the quality standards and best practices that are taught in the Early Childhood Education Program. These practices include:

- An emergent curriculum that recognizes that young children learn through play, inquiry, and direct experience;

- Indoor and outdoor environments that provide experiences that encourage children to explore their interests and ideas and that support children's learning in all domains;
- Positive guidance that insures children's healthy social and emotional development;
- Project-based learning that is documented and used to educate parents and College of Marin student learners;
- Teaching practice that is collaborative, reflective, intentional, and articulate
- Supervise, mentor, and support aides, substitutes, Work Study students, volunteers, and student observers;
- Serve as a role model, supervise, mentor, and evaluate ECE student teachers.

Participate in biweekly staff meetings.

Work collaboratively with teaching team members and faculty members from ECE, Pediatric Nursing, and other disciplines that work with the Child Development Program.

Maintain familiarity with ECE course syllabi and required/recommended readings

Stay current in changing trends, research, and policies in early childhood education through reading professional books and journals (e.g., Young Children) and attending trainings and conferences with colleagues.

Monitor, assess, and support children's development using the Desired Results Developmental Profile (DRDP), Learning Genie assessment, child portfolios, and other documentation and share this information with parents and colleagues.

Maintain positive and supportive relationships with families, including participation in biannual Parent Conferences.

Participate with teaching team members in maintaining compliance with Title 22 Community Care Licensing Regulations, the Child and Adult Care Food Program regulations, and Title 5 California Department of Education requirements for California State Preschool Programs, which include annual program self-evaluation using the Early Childhood Environment Rating Scale (ECERS).

Work collaboratively with our Early Childhood Mental Health Program consultant and other community agencies to ensure that children with developmental needs are identified and referred to appropriate agencies and that classroom and curriculum accommodations are made that support their developmental abilities and needs.

## **REQUIREMENTS & DESIRABLES:**

### **REQUIREMENTS**

- A Bachelor's degree in Child Development or a related discipline; **and**
- A valid/current California Child Development Teacher Permit or the qualifications to apply; **and**
- Minimum two years' teaching experience in a preschool program; **and**
- A valid/current Pediatric CPR/First Aid certificate or ability to obtain certification within the first month of employment; **and**
- Excellent written and verbal English skills; **and**
- Proficiency in Microsoft Office Suite applications (Word, Excel, Outlook, etc.); **and**
- Ability to perform physical activities, such as walking, bending, standing, climbing, or lifting children or heavy items (up to 50 lbs.); **and**
- Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community.

### **DESIRABLE QUALIFICATIONS**

- A valid/current California Child Development Master Teacher Permit or the qualifications to apply
- Knowledge of early childhood development and education
- Familiarity with DRDP, CLASS, ECERS, ASQ and CACFP
- Bilingual ability to communicate effectively in English/Spanish or any other foreign language
- Adept at digital photography, PowerPoint, and other forms of documentation of children's learning

### **CONDITIONS OF EMPLOYMENT**

Prior to employment, the selected candidate will be required to complete the following:

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
2. Criminal Justice/Fingerprint and Child Abuse Index Services clearances.
3. COVID-19 Vaccination Status: All employees new to the District who access campuses or other District facilities, and/or participate in off-site work in-person for the District, must be fully vaccinated against COVID-19, prior to employment unless approved as exempt due to verified medical or religious reasons (as defined in federal or state laws and regulations).
4. California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
5. Certificated candidates who have not previously been employed in an academic position in California will be required to provide a medical certificate from a licensed physician showing that the candidate is free from any communicable disease unfitting the candidate to instruct or associate with students. The medical exam shall have been conducted not more than six months before submission of the certificate and shall be at the expense of the candidate. (Ed. Code Section 87408)
6. DISASTER SERVICE WORKERS: All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency Operations Plan](#).
7. Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

### **REQUIRED APPLICATION DOCUMENTS**

The following documents must be attached to your application in order to render it complete. Use the Attachment Type indicated in parentheses when making your attachments.

1. Cover Letter (cover letter)
2. Resume (resume)
3. Complete copy of college transcript conferring Bachelor's degree (transcript)
4. Copy of California Child Development Teacher permit (license; if you hold a higher permit, please attach that)
5. Copy of valid/current Pediatric CPR/First Aid certification (other)
6. **STATEMENT** - Please provide a response to the following prompt (one page maximum; other):

*College of Marin's commitment to educational excellence is rooted in providing equitable opportunities and fostering success for all members of our diverse community. Please describe how you would contribute to creating a welcoming and supportive environment for students from historically underrepresented and marginalized groups.*

If you hold additional degrees beyond the Bachelor's level, please attach a copy of your

transcript conferring these degrees as well. Unofficial transcripts are acceptable for application purposes, as long as they confer the degree and show the coursework taken and grades achieved. An official transcript would be required upon hire.

#### **FOREIGN DEGREE HOLDERS:**

*Foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major. Please review the following points carefully to determine whether you must submit a Foreign Credential Evaluation (FCE) with your application. Evaluations should provide the name of the institution attended, a description of your credentials, the major of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#).*

- *If you satisfy the minimum educational requirement with a degree that was granted in the U.S., but your previous degree(s) was obtained from a foreign institution, you do not need to attach a Foreign Credential Evaluation (FCE) for your previous degree(s). You must, however, attach a copy of a (translated) transcript for the previous degree. For additional clarification of acceptable transcripts, please contact [Human Resources](#).*
- *If your degree that satisfies the minimum educational requirement was obtained from a foreign institution, you must submit an FCE for that degree and any other foreign degrees leading up to it.*
- *If you are asserting equivalence (see [Minimum Qualifications for Faculty/Administrators](#) on the Human Resources web site) because your degree does not specifically match the minimum educational requirements as listed and any of your degrees was obtained outside the U.S., you must attach an FCE for your foreign degree(s).*

## **SUPPLEMENTAL & SALARY INFORMATION:**

### **WORKING ENVIRONMENT**

Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases). Must be able to perform physical activities, such as, but not limited to, lifting children or heavy items (50 pounds unassisted), bending, standing, climbing or walking.

### **SELECTION PROCESS**

Applications must include the documents listed in the Required Application Documents section to be rendered complete; **incomplete applications will not be accepted**. Once a screening has taken place, applicants will be notified of their status. Applicants selected to interview will be contacted to schedule an interview appointment with the screening committee, and those who are forwarded by the committee following the first interview will be invited for a second interview.

Regrettably, College of Marin is not able to offer reimbursement for travel or relocation at this time.

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College of Marin does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, pregnancy, genetic information, family and medical care leave, military or veteran status, or prior record of arrest or conviction, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive order 11246 (as amended), the College of Marin is an EQUAL OPPORTUNITY EMPLOYER.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://jobs.marin.edu>

Position #2012-00602  
CHILD DEVELOPMENT PROGRAM LEAD TEACHER - FULL-TIME  
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835 College Avenue  
Kentfield, CA 94904  
415-485-9340

[hrjobs@marin.edu](mailto:hrjobs@marin.edu)

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## **Child Development Program LEAD TEACHER - Full-time Supplemental Questionnaire**

- \* 1. This position requires attaching a statement in response to a specific prompt in Item #6 of the Required Application Documents section of the posting (under the "Requirements & Desirables" heading). Be sure that you have attached your statement in the Add Attachments section of your application. Incomplete applications will not be considered. Checking 'Yes' indicates that you have read and understand these requirements.

Yes    No

- \* Required Question