



College of Marin

Preschool Teacher (Child Study Center Specialist II)

SALARY	See Position Description	LOCATION	Kentfield - In Person, CA
JOB TYPE	Full-time	JOB NUMBER	2012-00773
DEPARTMENT	Child Development Program	OPENING DATE	07/16/2026
CLOSING DATE	Continuous		

Description

NEW PRIORITY SCREENING DATE: August 7, 2026
Open Until Filled

POSITION OVERVIEW

Under general supervision of the Director of Child Study Center Program, and the direction of the Child Study Center Site Coordinator and Child Study Center Specialist III, the Child Study Center Specialist II performs a variety of general functions, primarily related to the supervision, facilitation and engagement of a classroom of children. The Child Study Center Specialist II is responsible for participating in the planning and implementation of developmentally age-appropriate curriculum, as well as assessing and documenting the development and learning of children enrolled in the program. Contact with children, families, students and other staff is extensive. Guided by knowledge of child development and following best practices, the Child Study Center Specialist II is expected to use equity principles, independent judgment, creativity and positive guidance to support children in the program. A Child Study Center Specialist II can direct the work of Child Study Center Specialist I, student apprentices, and other staff as assigned.

DISTINGUISHING CHARACTERISTICS

A Child Study Center Specialist II is distinguished from a Child Study Center Specialist III in that an incumbent in the latter class works with a higher level of independence, has more specialized knowledge and higher level of responsibility.

COMMITMENT TO DIVERSITY

College of Marin (COM) is committed to cultivating a proactively supportive, inclusive, and accountable environment where equity, equity-mindedness, anti-racism, and social justice are valued, centered, and practiced. Our mission is to employ qualified administrators, faculty, and staff who are dedicated to student success and committed to an inclusive, anti-racist campus culture that demonstrates sensitivity to and respect for a diverse population. We serve a county population of approximately 250,000 residents.

Based on fall 2025 credit enrollment data, the diversity of students at the College includes greater representation than the county with regards to enrollment with Hispanic/Latinx (37% of enrollment), Asian (7%), Black/African American (3%), white (44%), and multi-racial (7%) students. The high-quality education and training at the College are made possible by our faculty and staff who are committed to excellence. As of fall 2025, College of Marin's workforce includes Hispanic/Latinx (20%), Asian (7%), Black/African American (6%), white (52%), and multi-racial (4%) employees.

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.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assist in planning, implementing, and evaluating the children's program, including the environment, daily schedule, play-based curriculum and positive guidance to support each child's developmental stage and individual needs
- Plan, implement and maintain a classroom environment that supports children's engagement, positive identity and recognition of unique family cultures
- Partner with families through an equity lens, support home language and culture, celebrate diversity, and incorporate anti-bias curriculum practices
- Conduct ongoing observation, assessment, and documentation processes of children's development and complete developmental profiles and child portfolios as required
- Teach by demonstrating best practices, as well as model for Child Study Center Specialists I, and ECE student apprentices by facilitating positive guidance techniques for children's social and emotional development while maintaining children's dignity with respectful interactions
- Develop positive, trusting relationships with families through effective communication and ongoing feedback on children's progress
- Collaborate with the Program Director, Site Coordinator, and Child Study Specialist III to identify and address health and social service needs of children and families
- Meet with families to discuss potential special needs assessments and share the referral process and importance of early intervention.
- Meet with the early intervention team to support children and families with special needs and/or developmental delays.
- Plan for inclusion of children with special needs, providing accommodations, offering support in all developmental domains
- Comply with health and safety standards, licensing regulations, and demonstrate proper procedures for program equipment and supplies and perform general housekeeping tasks
- Communicate with positive, effective, respectful language when interacting with children and adults
- Provide guidance and support to Child Study Center Specialist I, student assistants, students, and volunteers
- Support ECE faculty in supervising, mentoring and evaluating student apprentices, as well as collaborating with students in planning and implementing curriculum assignments
- Exchange information with families, faculty, staff, students, and volunteers regarding center policies and procedures
- Stay abreast of current research and best practices related to child development theories, teaching strategies, materials, and resources
- Engage in professional development activities to stay updated on current ECE practices and technologies
- Participate in program activities, events, and celebrations
- Uphold the National Association for the Education of Young Children's (NAEYC) professional ethics, confidentiality, and collegiality in problem-solving
- Perform any other related duties as assigned
- Knowledge of the techniques and program activities related to developmentally appropriate early childhood education

Requirements & Desirables

REQUIREMENTS

Education and Experience:

- Child Development Teacher Permit issued by the California Commission on Teacher Credentialing
- Completion of 24 units in Early Childhood Education/Child Development coursework
- Minimum two years of successful teaching experience in a child development program
- Experience supervising and training the work of child development center staff in a center-based setting

Also required:

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

Licenses and Certifications:

- First Aid certification
- Cardiopulmonary Resuscitation (CPR) certification

Desirable Requirements:

- Experience with Desired Results Developmental Profile (DRDP) tool
- Experience with Ages and Stages Questionnaire-3 and Ages and Stages Questionnaire- Social Emotional tools
- Bilingual ability to communicate effectively in English/Spanish or any other foreign language

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Knowledge of the techniques and program activities related to developmentally appropriate early childhood education
- Knowledge of California Preschool/Transitional Kindergarten Learning Foundations (PTKLF)

Skills and Abilities to:

- Skill in establishing and maintaining respectful, sensitive and effective communication and working relationships with people who are diverse in their cultures, language groups and abilities
- Skill in teaching, teaching and guiding children 0-5 years in structured learning and play activities

- Skill in program planning, implementation and evaluation
- Skill in oral communication, including public speaking
- Skill in written communication
- Skill in following detailed written and oral instructions
- Skill in assessing children's development
- Skill in leading the work of others
- Ability to work effectively in a team-centered teaching environment to accomplish goals that reflect the mission and philosophy of a child development center

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 Clearance and Child Abuse Index Services clearances.
3. 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.
4. **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](#).
5. 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.

Supplemental & Salary Information

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

This classification requires communication with individuals, small groups and large groups; work in proximity with individuals; comparing data, and interpreting data to others; flexibility, tact and patience; manual dexterity; bending; pulling; pushing; and reaching in order to perform the essential functions.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site, and occasional evening work may be required.

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) describing your interest in the position, including how you meet the minimum requirements and are qualified to perform the essential functions as listed in this job posting. In your response, please include how you incorporate diversity, equity, inclusion and accessibility principles into your work in early child education, including creating inclusive, culturally responsive environments and supporting equitable access for children, families and staff.
2. **Resume** (resume)
3. **Transcript** conferring Bachelor's degree. (transcript)
4. **Copy of current Teacher Permit** (license). If you hold other CA Child Development permits, please attach all that are currently valid.
5. **Copy of valid/current Pediatric CPR/First Aid certification** (if you hold it)

CLASSIFICATION CATEGORY & RETIREMENT PLAN

Employees in classifications represented by the **California School Employees' Association (CSEA)** Chapter 196 are required to comply fully with the CSEA/Marin Community College District (MCCD) Collective Bargaining Agreement. General information regarding rights and responsibilities under the Agreement can be found in the Collective Bargaining Agreements section of our [Human Resources](#) site. **CSEA employees are also members of the California Public**

Employees Retirement System (CalPERS), to which the member contributes up to 8% of their reportable compensation on a monthly basis.

WORK SCHEDULE

Campus: Kentfield

Full-time Equivalent: 1.0

Months per Year: 12

Work Days/Hours:

The Child Study Center is open 7:45am-5pm M-Th and 7:45-4pm F.

Schedule to be determined but not to exceed 7.5 hours per day; 37.5 hours per week

SALARY INFORMATION

FLSA Status: Non-exempt

Salary Grade: CSEA 188

Starting Salary Range: \$37.64 - \$41.50 per hour (step 1 to 3). Normal entering step is Step 1.

Please refer to our [Human Resources](#) web site for salary schedules.

SELECTION PROCESS

- Please be sure to review the Required Application Documents section below to ensure that you are attaching everything required. **Incomplete applications will not be accepted.**
- All application materials must be received by the Priority Screening Date to be considered during the initial screening. Applications received after the priority date may be considered thereafter at the discretion of the College until the position is filled.
- The initial screening will begin after the priority date, and applicants will be notified of their status, either way, thereafter. Applicants selected for interview will be contacted separately to schedule an interview appointment with the screening committee.
- *This position primarily performs its duties on the Kentfield Campus with occasional travel to the Indian Valley (Novato) campuses, so if not already residing within the Bay Area, the successful candidate must be willing to relocate.*
- Regrettably, College of Marin is not able to offer reimbursement for travel or relocation at this time.

THE BENEFITS OF EMPLOYMENT WITH COLLEGE OF MARIN

CSEA Full-time Employees:

- **Medical Insurance:** The District offers six plan options through Kaiser and Blue Shield. Effective **10/01/2025**, the District's contributions for medical insurance coverage are as follows:
- **Employee-only: \$1,700/month**
- **Employee plus one dependent: \$2,400/month**
- **Employee plus two or more dependents: \$2,900/month**

Dental and Vision Insurance - Delta Dental and VSP vision plans for employee and dependents, with no cost to employees

Vacation Leave - 90 hours of accrual annually, with additional accrual after 3, 10, and 14 years of service.

Paid Holidays - 17 paid holidays annually, which includes a paid winter holiday break at the end of December.

Sick Leave - 7.5 hours per month, 90 hours per year

Retirement through CalPERS - MCCC contributes 27.05% of employee's creditable earnings to CalPERS on a monthly basis (2024/2025). Vested after five (5) years. Mandatory employee contribution for 2024/2025 is 7% - 8%, depending on original date of membership and prior membership status.

Life Insurance - \$50,000, with the option to purchase additional voluntary life insurance for the Lesser of 5x base annual salary or \$500,000

Additional Retirement Savings Plans - Employees are also eligible to participate in a voluntary, tax-advantaged 403(b) or 457(b) retirement savings plan.

Short-Term Disability & Long-Term Disability (employee paid), Flexible Spending Accounts (FSA's), Employee Assistance Program (EAP)

Additional Benefits (at no cost to employee):

- **24/7 Helpline through the Employee Assistance Program (All members)**
- **24/7 Physician Access through MD Live (Blue Shield members).**
- **Expert Medical Opinions through Teladoc (All members).**
- **Generic Medications through Costco (Blue Shield members).**
- **Enhanced Cancer Benefit through Contigo Health (Blue Shield members).**
- **Hip, Knee, and Spine Surgical Benefit through Carrum Health (Blue Shield members).**
- **Personal Health Coaching through Vida Health (Blue Shield members).**
- **Physical Therapy for Back and Joint Pain (Blue Shield members).**
- **Discounts for Gym memberships, Hearing Aids and LASIK Eye Surgery (Blue Shield members).**

- ClassPass Kaiser Permanente has teamed up with fitness industry leader ClassPass to make it easier for employees to exercise from the comfort of their homes. (Kaiser members).

For more information regarding MCCD's comprehensive benefit plans, please see our [Marin Community College District 2025/2026 Employee Benefit Guide \(Download PDF reader\)](#).

Employer

College of Marin

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