



SABA Academy Seeking Full-Time Pre-School Teacher for 2017-18 School Year

SABA Academy is seeking a Preschool teacher to lead the classroom. Teacher is responsible for implementation of daily academic program. To be considered, all applicants must meet the minimum standards described below:

MINIMUM QUALIFICATIONS:

1. Must meet State Licensing requirements, including fingerprint clearance & background check.
2. AA/BA with 12 E.C.E. units, Infant & Toddler class is highly desired but not required.
3. First Aid & CPR certified.
4. Medical Clearance + (must be able to bend, squat and lift 40 lbs without restrictions).
5. Able to observe, see, hear and respond to children's needs, emergencies that might occur in a classroom, on playground, in bathrooms and common areas.
6. Demonstrate good communication skills and English fluency, both written and verbal.
7. Knowledge of developing curriculum.
8. Relevant teaching experience in the USA
9. Knowledge and use of computers

DUTIES & RESPONSIBILITIES:

- Providing a safe and developmentally appropriate preschool program in accordance with all school policies and procedures, and in accordance with the California licensing agency's policies and procedures.
- Planning and implementing a program to teach young children.
- Ensure that equipment and facilities are clean, safe, and well maintained
- Planning and implementing activities to meet the physical, emotional, intellectual and social needs of the students, using various experiences and activities including songs, games, story telling etc..
- Preparing nutritious snacks and lunches
- Providing adequate equipment and activities
- Providing schedules of activities as directed by supervisor
- Developing culturally appropriate programs and activities

- Developing activities that introduce math and literacy concepts
- Establish classroom policies and procedures including disciplinary policies appropriate for young learners
- Be a public representative of the School to the community; to parents or current and prospective students, and in professional and community organizations.
- Being familiar with emergency procedures
- Establish routine and guidance, and implement positive discipline as needed
- Communicate at the level of the young learner
- Monitor the progress of the students
- Maintain communication with parents and members of the community
- Participate in school and community events
- Perform other related duties as needed.
- Communicate in a professional manner with parents, children, and staff.

APPLICATION PROCESS:

- **Interested applicants can send resume and cover letter to Elham.eslami@sabaacademy.org**