



HEARTS &
MINDS

JOB ANNOUNCEMENT PRESCHOOL TEACHER

ABOUT HEARTS AND MINDS ACTIVITY CENTER

Hearts & Minds Activity Center, founded in 1984 is the first large capacity dementia specific adult day care program in the country. Hearts & Minds operates a licensed Childcare Center which was established to provide onsite intergenerational programming for individuals with dementia and preschool children. The clients and children (2 to 5 years of age) engage in daily multiple levels of interaction. Hearts & Minds Activity Center adult day program provides therapeutic activities to seniors with Alzheimer's disease and dementia. The services include adult day care activities that enhance the use of cognitive skills, stimulate interpersonal interaction, encourage mobility/stability and provide monitoring and assistance for nutritional care and personal hygiene.

DUTIES:

The Teacher is responsible for the care and supervision of the childcare program under the direction of the Director. Must have the ability to create and implement age appropriate lesson planning for children ages 2 to entry level first grade, follow indicated procedures by Director to maintain and improve the quality of the childcare program.

QUALIFICATIONS:

Must be at least 18 years of age, and have strong desire to work with children. Must have a minimum of 12 ECE units in the following areas: Child Growth and Development, Child Family and Community, Child Family and Program Curriculum, First Aid and CPR training, FBO/DOJ clearance and six months' experience working at a licensed center. This person must have a warm, nurturing and friendly personality, be able to relate well with children and be willing to fulfill their responsibilities in accordance with the Center's philosophy.

HOURS OF WORK:

Full time, with benefits, ability to attend Center's special events, meetings and staff training workshops.

DUTIES AND RESPONSIBILITIES:

1. Assisting in planning and implementing the daily program under the supervision of the Head Teacher and Director.
2. Have strong knowledge of Community Care Licensing regulations under Title 22.
3. Help in the children's development by creating age appropriate lesson plans.
4. Set a good example by working with the children and the team in a respectful manner.
5. Supervise the program in the absence of the Director or Head Teacher.
6. Participate in meetings and in-service trainings.
7. Be aware of location of information files and emergency procedures.
8. Participate in the Intergenerational Program offered by Hearts & Minds Activity Center.
9. Assist with parent-teacher conferences.
10. Planning and preparing the learning environment, setting up activities and preparing needed materials and supplies.
11. Document any physical, mental or social changes observed in any child's behavior, and report to the director.



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12. Assist with the sanitation of toys and classroom supplies.
13. Assist in maintaining the Center to meet and exceed State Licensing requirements.

WORKING CONDITIONS:

This position is on site in a well ventilated classroom and outdoor play area. May be required to lift up to 40 pounds, cots are set and put away every day for naptime, must be able to sit and stand for long periods of time, required to assist children with toilet training. Interaction with children, families, co-workers, personnel from the adult day care program and volunteers from the community required.

PERSONAL QUALIFICATIONS:

Must be flexible, report to work as schedule, self-starter, must be sensitive to the needs of children, possess strong communication skills and be a team player.

LANGUAGE SKILLS:

Ability to read, write and understand age appropriate curriculum plans, parent concerns and childcare center information.

MATHEMATICS SKILLS:

Basic Math knowledge required.

REASONING ABILITIES:

Ability to collect necessary data required by granters.

COMPENSATION AND BENEFITS

\$18.00 - \$21.00 per hour depending on experience

BENEFITS

- PTO starting at 14 days per year, 11 paid holidays, 3 paid sick days.
- Health, dental, and vision are provided. Hearts & Minds pays 100% of all premiums for eligible employees.
- Life/AD&D and Short Term Disability
- Matching 403(b) Retirement Plan

LOCATION

2380 Enborg Lane
San Jose, CA 95128

TO APPLY

Please submit your resume and cover letter to: Rosa Barneond, Childcare Director: rosa@hearts-minds.org

Hearts & Minds Activity Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.