



**MT. DIABLO ADULT EDUCATION**  
***A DIVISION OF MT. DIABLO UNIFIED SCHOOL DISTRICT***

LOMA VISTA ADULT CENTER  
1266 San Carlos Avenue  
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3100 Oak Park Boulevard, Rm. 210  
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**Job Announcement**  
**Part Time Parent Educator/Preschool Teacher**  
**Concord, CA**

Mt. Diablo Adult Education/Parent Education Department is seeking a part-time teacher for the Loma Vista Parent Education Co-op Preschool located in Concord, CA. The position includes teaching the 3 year-old preschool program, while providing education and modeling to parents on parenting strategies, family relationships and child development. Salary starts at \$26.30 per hour. Teaching assignment is September 2015 to June 2016.

**Work Schedule:**

Tuesday/Thursday 8:30-12noon. Once a month parent education evening classes from 6:45-8:45pm and 2- three hour Saturday clean-up days during the year and staff meetings as needed.

**Responsibilities:**

- Develop age-appropriate curriculum, lesson plans and deliver instruction for parents and the daily preschool program, aligned with the California Preschool Standards
- Delegate, supervise, support and coach parent participants
- Employ effective and developmentally appropriate teaching and class management strategies
- Develop and maintain a safe and supportive environment for learning
- Report and maintain attendance records
- Monitor and evaluate student progress using the DRDP
- Work collaboratively with the Parent Education Staff

**Qualifications:**

- Applicants must possess a valid California Designated Subject Parent Education or Multiple Subjects teaching credential or be eligible to apply (5 years of education and/or experience in the field)
- At least 3 years of successful experience teaching preschool
- Experience teaching parenting education preferred
- Comprehensive knowledge of child development (3-5 year olds), kindergarten readiness skills and effective parenting strategies
- Ability to work independently and collaboratively with the co-op participants
- Be flexible, have excellent communication skills and the ability to maintain a patient and respectful rapport with children and adults
- Computer skills sufficient for record-keeping and emailing

**To apply**, submit letter of interest and resume, **by 4:00 pm, Wednesday, March 18th**, attn: Sharon Reposas, 1266 San Carlos Avenue, Concord, 94518 or email: [reposas@mdusd.org](mailto:reposas@mdusd.org), fax: 925-687-8217.