



**Junior Center of Art and Science**  
**Seeking Lead Early Childhood Educator**  
**Part-time, 20-hours per week**  
**\$25 - \$30/hour DOE, plus benefits (medical and dental)**

### **Overview**

The Junior Center's mission is to cultivate curiosity and creative exploration through the arts and sciences. Located in the heart of Oakland on the shores of Lake Merritt, we aim to serve all youth throughout Oakland and beyond.

### **Our Values**

We value the necessity of **equity, inclusion and representation** in the fields of art and science and invest in the future of these fields by providing equitable access to our programs. We value **creativity and imagination** - two cornerstones in art and science exploration. We design our programs to support innovation and creative inquiry. We believe **personal connection** makes for the best learning experiences. Our programs are designed to be fun, interactive and learner-driven. We value our space as a **community space**. All families are welcome through our doors.

Our community of teaching staff are an essential part of the Junior Center team. Teaching staff are responsible for crafting engaging, culturally responsive arts and science curriculum and teaching students from ages 0 - 14 years old through our after-school classes, one-day workshops and field trips, and community partnership programs. Our Early Childhood Educator would support the development and delivery of programs designed for our visitors and students ages 0-7 years old.

### **Duties and Responsibilities**

#### **85% Curriculum Design and Teaching**

- Design and develop mission-aligned curriculum for on-site and off-site early childhood programs.
- Teach Junior Center classes, camps and workshops including after-school classes, camps, and workshops and field trips (both on-site and off-site).
  - Maintain a safe, professional and supportive learning environment for all students.
  - Provide guidance and support for students as needed.
  - Arrive prepared and on-time for all classes, camps and workshops.
  - Leave storage and learning spaces clean and tidy at the end of each class, camp, or workshop.
  - Support material and supply prep and organization.
- Attend on-going professional development throughout the year.

#### **15% Front Desk support and Reception**

- Work collaboratively with program staff to provide reception support, including:
  - Supporting front desk reception 1-2 days a week as needed: greeting visitors, answering phone calls, and responding to questions/requests for information as needed.
- Supporting the overall cleanliness and organization of our learning spaces.
- Assisting with set-up and breakdown of learning spaces.

### **Desired Qualifications**

- Experience designing and implementing Early Childhood curricula
- Teaching experience in a classroom and/or community setting

- Knowledge of classroom management strategies
- Knowledge of learning standards including Common Core, VAPA/NGSS a plus
- Strong interest working in a communal, culturally responsive educational setting
- Strong interest in arts education and/or arts-integrated learning
- Ability to work well in a collaborative team setting in a number of different contexts including:
  - With peers and colleagues on staff
  - With children and families
  - With classroom teachers, educational coordinators and larger school communities
- Ability to communicate clearly and effectively with a variety of audiences
- A strong desire for continued learning in one's own teaching practice
  
- Must pass a criminal background check and provide a negative TB test.

**Physical Demands**

They physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Must be able to regularly lift up to 25 lbs.
- Must be able to sit and stand for long durations of time.
- Must have regular access to reliable transportation.  
For example, own a working, reliable vehicle and hold a current, valid CA driver's license and insurance or have regular access to public transportation.

Schedule: Part-time, 20 hours per week with some weekends.

Pay rate: \$25.00 - \$30.00 per hour DOE. Instructors are paid hours for prep, instructional time and clean up.

NO CALLS PLEASE.

**Send Resume and Cover Letter to:**

RE: Lead Early Childhood Educator  
 Junior Center of Art and Science  
 558 Bellevue Avenue  
 Oakland, CA 94610  
 or email  
[denriquez@juniorcenter.org](mailto:denriquez@juniorcenter.org)

Multilingual, BIPOC, and LGBTQ+ encouraged to apply.

The Junior Center is an Equal Opportunity Employer and complies with ADA regulations as applicable.