



CITY OF DENTON  
invites applications for the position of:  
**Part-Time Preschool  
Coordinator**

An Equal Opportunity Employer

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**SALARY:** \$9.50 - \$11.00 Hourly

**OPENING DATE:** 03/09/10

**CLOSING DATE:** Continuous

**JOB DESCRIPTION:**

Responsible for teaching education and social activities to children age 3-5 year old.

**JOB DUTIES:**

- Plan, schedule, and implement the daily program of appropriate developmental experiences for a classroom group of children 3 to 5 years old.
- Lead, supervise, and instruct the daily program of appropriate developmental experiences for a classroom group of children 3 to 5 years old.
- Provide care and protection for assigned children, with the ability to respond immediately to emergencies, including administering first aid as necessary.
- Hold regular parent/teacher conferences and seek to involve parents in the child development program.
- Maintain progress records on the emotional, physical, social, and intellectual development of assigned children 3 to 5 years old.
- Ability to participate in staff meetings and annual training required by the department and by the State of Texas.
- Ensure all equipment and materials are accessible, appropriate, and in good condition.
- Maintains discipline and injury records as needed.
- Enforce all site and State regulations
- Ability to get along with participants, parents, & co-workers.
- Regular and punctual attendance

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED equivalent
- At least six months experience planning, coordinating, and implementing education/related programs for young children.
- Have a current CPR/First Aid-Child certification or ability to obtain by the first day of employment

**ADDITIONAL INFORMATION:**

- Must have a valid Class "C" Driver's License prior to employment (must obtain Texas Class "C" driver's license within 30 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must be able to pass a separate State of Texas Department of Family & Protective Services background and criminal history check
- Must complete a defensive driving course as soon as possible (See City of Denton Policy 409.05 for details)

- Must be available to work Monday through Friday 7:30 am – 6:00 pm
- Must be able to work year round program

Applicants must satisfy all conditions of employment as outlined in the position announcement.  
All applicants must pass a pre-employment drug screen prior to employment.

*"We are committed to achieving a diversified workforce!"*

ADA/EOE/ADEA.

[www.cityofdenton.com](http://www.cityofdenton.com)

*"Dedicated to Quality Service"*

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofdenton.com>

Job #09-00061

PART-TIME PRESCHOOL COORDINATOR

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OUR OFFICE IS LOCATED AT:

601 E. Hickory St. Suite A

Denton, TX 76205

940-349-8340

[hr@cityofdenton.com](mailto:hr@cityofdenton.com)

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**Part-Time Preschool Coordinator Supplemental Questionnaire**

- \* 1. Please indicate the highest level of education obtained:
- High School/GED
  - Some College
  - Associate's Degree
  - Bachelor's Degree or higher
  - None of the Above
- \* 2. Rate your proficiency in the use of personal computers, including spreadsheets and word processing:
- No Experience
  - Beginner (Basic, General understanding)
  - Intermediate (day to day use)
  - Advanced
- \* 3. Do you hold a degree in early childhood development or elementary education?
- Yes
  - No
- \* 4. Indicate your experience in planning, coordinating, and implementing education related program for young children:
- Less than 6 months
  - 6 months - 1 year
  - 1-2 years
  - 3-4 years
  - 5+ years
- \* 5. Do you currently have a current CPR/First Aid Child certification?
- Yes
  - No, but will be able to obtain before 1st day of employment
  - No, and cannot obtain one
- \* 6. Rate your ability to plan, organize, and carry out lessons, reports, activities, caldenards, bulletin boards, etc.
- Very Poor
  - Poor
  - Intermediate
  - Strong
- \* 7. Rate your ability to maintain discipline in children ages 3-5
- Very Poor
  - Poor
  - Intermediate
  - Strong
- \* Required Question