

PRESCHOOL TEACHER

PRIMARY FUNCTION:

Under the immediate supervision of the site administrator, and the technical supervision of the Director, Preschool, shall provide appropriate instruction and guidance to pupils assigned to him/her consistent with the course of study and instructional materials adopted by the Board of Education. Shall work with other District employees and parents in creating an overall school environment conducive to appropriate learning of the students in the District.

Professional Responsibilities

1. Compile and analyze data as required.
2. Comply with state and federal guidelines regarding Title 5 Child Development Education Code, Title 22 Licensing Regulations and IDEA.
3. Maintain accurate assessment records for students assigned to caseload.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, site and District meetings, and by attending conferences.
5. Maintain personal standards of grooming compatible with the contract.
6. Maintain standard of promptness in carrying out assignments.
7. Meet obligations as specified by the Education Code and Board Policy.
8. Meet professional and education standards required of all preschool teachers.
9. Participate in District and department activities such as staff meetings and Professional Learning Community work.
10. Perform basic attendance accounting and business services as required.
11. Share responsibility for effective operation of the school program.

ESSENTIAL FUNCTIONS:

Instructional

1. Create and implement a classroom management plan that includes positive behavior supports needed to achieve an engaging and safe learning atmosphere in the classroom.
2. Communicate with parent or guardian through a variety of means and hold parent conferences consistent with District/school requirements to discuss the individual student's progress and interpret the preschool program.
3. Cooperate with other professional staff members. Assess and help students and parents to solve health, attitudinal and learning problems.
4. Evaluate and document students' academic and social growth, keep appropriate records, collect and analyze student data, and prepare progress reports using the state required Desired Results Developmental Profiles consistent with District/school requirements.
5. Instruct students in citizenship, and character education as specified in the Education Code and District policies and procedures.
6. Prepare selected performance objectives, lesson plans and instructional materials and strategies compatible with the approved course of study and appropriate to the readiness and maturity of the students. Such materials, including the plan book, seating chart, class list, assigned duties and schedules, shall be available to the substitute teacher.
7. Provide appropriate instruction based on assessment of the child's learning needs.
8. Provide daily instruction in the academic, social and physical developmental areas of the curriculum, utilizing the preschool course of study guide, Child Development Foundations, appropriate materials and activities provided by the Board.
9. Provide instructional services to students with special needs consistent with Individual Education Plans.

Other Duties and Responsibilities

Under the direction of his/her supervisor, the preschool teacher may be assigned to:

1. Cooperate with District offices in distributing and collecting paperwork, e.g., notices, forms, surveys to facilitate communication and adhere to laws and policies.
2. Plan and coordinate the work of paraprofessionals, and as requested by the supervisor, participate in the selection of these employees.
3. Select books, instructional aids, materials and supplies for his/her classroom, and maintain required inventory records.
4. Supervise students in out-of-classroom activities during the assigned working day.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from student teaching supervisors or other professionals who have observed the teacher’s personal characteristics, scholastic attainment and classroom performance.

EXPERIENCE/EDUCATION/CREDENTIALS:

Successful completion of all courses required for Child Development Permit at the Teacher Level or above.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Following training restrain students who become physically aggressive.
- Hearing and speaking clearly to exchange information and make presentations.
- Lifting books, materials and equipment to execute lessons.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to escort students around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.