

JOB TITLE: PRESCHOOL TEACHER**BASIC FUNCTION**

Under direction, to supervise, teach, instruct, and direct preschool children in social, behavioral, manipulative, and language development skills; to plan, organize and conduct an instructional and training program to aid children in the development of English as a second language skill; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, and provides instruction, motivation, and guidance to preschool children
- Aids preschool children in the development of social, behavior, motor, manipulative, language development, and pre-readiness skills
- Utilizes program goals, objectives and guidelines in developing lesson and instructional plans; provides a variety of experiences in the development of language and communication skills, particularly with children using English as a second language
- Prepares, develops, and uses a variety of instructional aids and materials in the conduct of instructional and training processes
- Utilizes a variety of methodology in teaching and instructing children experiencing a wide range of intellectual, physical, and emotional maturity
- Reviews and evaluates the history and background of children in designing instructional activities to meet their specific needs
- Establishes standards of child behavior and uses a variety of behavior modification, reinforcement and behavior shaping strategies in the conduct of behavior management programs
- Instructs children in self- help, cleanliness and grooming functions and activities
- Encourages participation in singing, dance, rhythmic activities and in the use of various art and craft materials
- Performs a variety of housekeeping functions in maintaining a safe, sanitary, and orderly facility
- Fosters cooperative social behaviors through the use of games and group projects
- Conducts a variety of physical activities in the development of gross and fine motor skills
- Continuously observes children to detect signs of over stimulation and fatigue
- Evaluates the students' growth and development and discusses progress, concerns and issues with parents
- Performs routine first aid and seeks assistance in the event of serious injury or illness
- May assist in cleaning and changing children who have experienced toileting accidents
- May prepare and distribute light lunches and snacks
- May administer prescribed medication in accordance with established district procedures
- Completes and maintains a variety of records, reports and files, including confidential student records and medical information
- Performs a variety of classroom related clerical work including typing, sorting, filing, record keeping, and copying

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Knowledge of:

- Methods, techniques, and strategies pertaining to the instruction of preschool children
- Child growth and development principles and theories
- Goals and objectives related to early childhood education; Instructional planning, organization and curriculum development strategies, techniques, and methods
- Behavior management and shaping methods, strategies, and techniques

Ability to:

- Plan, organize and conduct an effective and efficient preschool instructional and training program
- Provide effective learning activities for children experiencing a wide range of socioeconomic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity
- Assess the educational needs of children and implement appropriate and sound instructional plans and activities
- Provide a warm, attractive, and inviting learning environment
- Communicate effectively in oral and written form
- Perform routine classroom related clerical tasks and operate a variety of educational and office related machines and equipment
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, students and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One (1) year of experience in an instructional capacity in a preschool or early childhood education program.

Education:

Equivalent to the completion of an Associate of Arts degree is preferred, with at least 12 units of core course work in early childhood education or child development at an approved and accredited educational institution or the equivalent approved training.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of or eligibility for a California Children's Center Permit, authorizing service as an Associate Preschool Teacher
- Possession of a current American Red Cross First Aid Certificate and a current Community C.P.R. Certificate