

PRESCHOOL TEACHER

DEFINITION

Under general supervision of the Child Care Supervisor, to develop, plan, organize, conduct specific preschool programs, activities and implement developmentally appropriate curriculum; to provide a safe and nurturing environment conducive to the growth and well-being of young children; to provide supervision of program; act as a mentor to new staff; assist Child Care Supervisor with coordination of meetings and training as needed; and to perform related work as required.

EXAMPLES OF DUTIES

Develop specific program(s) and activities; enforce District policies, procedures and regulations; assist with program training for Assistant Preschool Teachers; coordinate program scheduling; provide a learning environment and prepare education materials and activities appropriate to the development of positive self-esteem and self-help skills in young children; order and purchase program supplies; oversee and supervise children during classroom activities, outdoor play, and parent participation outings; participate in staff meetings, workshops, training meetings, parent meetings and functions as assigned; assist in maintaining the shared classroom and equipment in an attractive, clean, safe and orderly condition including room arrangement, bulletin boards, and classroom supplies; provide opportunities through planned activities for children to develop motor and sensorial skills, the acquisition of language and literacy skills, the development of pre-reading and pre-math skills, as well as learning activities in science, music and art; participate in the physical setup and breakdown of activity areas, including performing light housekeeping duties; picking up easels, tables, chairs and other activity equipment; removing damaged toys or materials; and other duties as needed. Use good judgment regarding appropriate action to assist injured or physically ill participants. Open and/or close preschool facility; complete necessary reports; maintain accurate records of programs, participation, staffing and inventory of equipment and supplies; coordinate and oversee teaching assistants and interns with assigned duties related to the preparation of the environment, language instruction, class order and discipline, presentation of materials and other duties as required; oversee parent support in the classroom; provide positive contact and information with parents; report to Child Care Supervisor any questions and concerns related to the program. Work location may be a fixed site schedule or a flexible site schedule, dependent upon needs of the program.

QUALIFICATIONS

Knowledge of

Programs offered by the Recreation and Community Services Department; Child Care Division policies and procedures; preschool programming, operation and purpose; general concepts of child growth and development including behavior characteristics of young children; early childhood developmentally based curriculum and appropriate methods for implementation and assessment; English usage, grammar, spelling, punctuation and vocabulary; State of California health, safety, and food handling regulations as it pertains to District preschool setting.

Ability to

Plan, coordinate and conduct recreationally based preschool programs and activities; assist with program training for Assistant Preschool Teachers;

communicate effectively with children and adults, both orally and in writing; provide for the health, safety or psychological needs of children; implement defined accommodations for children with special needs or challenges; prepare accurate reports and maintain required registration and attendance records; establish and maintain cooperative working relationships; apply good judgment, discretion and initiative; demonstrate patience, respect and understanding of others; demonstrate cross-cultural sensitivity and respect.

Experience

One year teaching experience in a comparable child care program.

Education

Equivalent to completion of the twelfth grade. Child Development Teacher Permit or 12 Early Childhood Education/Child Development units must include core courses required by California Community Care Licensing.

Physical Performance Requirements

Standing or walking most of the time. Light lifting frequently involved including, but not limited to, lifting, pushing and/or pulling objects, normally not exceeding 30 pounds. Mobility to stand, stoop and bend the body; mobility to reach and carry; and dexterity of hands to grasp and manipulate small objects; hearing and speaking to exchange information; vision to safely monitor children.

Certificates

Possession of a current Pediatric First Aid and Pediatric CPR certificate preferred.

Licenses

Possession of a valid California Driver's License.

Board Approved: April 12, 2000

Revised: February 10, 2001

Revised: August 4, 2022