

ASSISTANT PRESCHOOL TEACHER

DEFINITION

Under supervision of the Child Care Supervisor and assisting the Preschool Teacher, to plan, organize, conduct and supervise related programs and activities in the District's preschool program; to assist in the preparation and the implementation of the developmentally appropriate curriculum for skill development; to provide for a safe and nurturing environment conducive to the growth and well being of young children; and to do related work as required.

EXAMPLES OF DUTIES

Assist in the planning, supervision of a specific program and participants at a child care site; protect school property and ensure the proper use of all equipment; assist in providing a learning environment and preparation of educational materials and activities appropriate to the development of positive self-esteem and self-help skills in young children; 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 and orderly condition including room arrangement, bulletin boards, and classroom supplies; participate in the physical setup and breakdown of activity areas, including maintaining a clean, safe, attractive and positive environment; 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; report to the Preschool Teacher and Child Care Supervisor any questions and concerns related to the program. Responsibilities could include the opening and closing of the facility and completing necessary reports. 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; general concepts of child growth and development including behavior characteristics of young children; 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 recreation based preschool programs and assist in the supervision of a preschool facility; prepare accurate reports and maintain required 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; communicate effectively with children and adults, both orally and in writing; provide for the health, safety and psychological needs of children; implement defined accommodations for children with special needs or challenges.

Experience

One year of work experience with school age or preschool children.

Education

Equivalent to completion of the twelfth grade. Child Development Assistant Permit, or six semester units (or equivalent quarter units) in Early Childhood Education.

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: September 26, 1995
Revised: April 12, 2000
Revised: February 10, 2002
Revised: February 8, 2005 effective March 1, 2005
Revised: August 4, 2022