

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	PRESCHOOL INSTRUCTOR
Department:	Educational Services
Reports:	Preschool Program Coordinator

SUMMARY:

Under the direction of the Preschool Program Coordinator, ensures the effective implementation of the classroom care and education programs designed for preschool children. Requires the ability to train instructional aides and parent volunteers, conduct child evaluations, instruct preschool children, and meet the qualifications for the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans curriculum and activities around each child's developmental level, pace, and self study habits.
- Coordinates activities of Preschool Instruction Aide, and enlists their support in activity planning.
- Plans, oversees, and implements a preschool learning program in accordance with the philosophy of the Western Placer Unified School District.
- Provides care, guidance and positive experiences for the children. Establishes a safe and healthy learning environment by assuring the premises comply with licensing and program requirements.
- Maintains accurate daily attendance using the District's record keeping process.
- Administers developmental inventories and maintains developmental records of student progress.
- Maintains open and effective home-school participation - education program.
- Participates in the development of and implements effective curriculum to advance the competence of children.
- Participates in professional development as appropriate and required of the position; attends workshops, in-services and staff meetings.
- Participates in delivering a program of professional growth for staff and parents. Assists the coordinator in training instructional aides.
- Participates in meetings relative to student needs, such as 504, IEP or other student-centered meetings.
- Meets with parents regarding student progress.
- Collaborates with other District staff, including regular education and special education teachers, for the benefit and transition of Preschool students.
- Assists children with their personal hygiene, toileting and other physical needs.
- Accepts other duties as assigned by the coordinator.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Skills:

- Requires knowledge of early childhood development theory and programs.
- Requires a solid knowledge of the policies, procedures, goals and objectives of the program and District organization, goals and objectives as they relate to the program.
- Requires thorough knowledge of relevant regulations, codes and laws relating to program area of responsibility.
- Requires skills in the techniques of caring for, guiding and instructing preschool children.
- Requires sufficient analytical skills to assess child learning habits, interests, and outcomes.
- Requires record keeping and report writing skills.
- Requires sufficient communication skills to facilitate small group learning.

EDUCATION and/or EXPERIENCE:

High school diploma or general education diploma (GED) **and** a valid California Child Development Teacher Permit

- **or** A CURRENT CREDENTIAL ISSUED BY THE Commission on Teacher Credentialing authorizing teaching service in elementary school
- or a single subject credential in home economics, including 12 units in ECE and/or Child Development and 8 hours of general college education, with 100 hours of experiential learning with children and 2 years experience as a Preschool Instructor or 24 units of ECE and 12 hours of general college and one year experience as a Preschool Instructor.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Previous work in childcare. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.