

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EARLY EDUCATION TEACHER

BASIC FUNCTION:

Under the direction of a Principal or Designee, establish a productive classroom environment and provide supervision and instruction to preschool age children utilizing developmentally appropriate practices and strategies to enhance student progress and create an environment promoting social, emotional, physical, and cognitive development using developmentally appropriate practices.

REPRESENTATIVE DUTIES:

Plan, design, coordinate, and implement the preschool program providing supervision, and age appropriate activities for preschool aged children. E

Provide essential primary care to preschoolers throughout the day as program activities are executed. E

Lead and coordinate the function and activities of the child development program to ensure that instructional standards are maintained and that the instructional activities are well planned and appropriately structured. E

Confer with school site and special education personnel to develop and coordinate strategies for all students including students with special needs. E

Collaborate with other teachers and support staff to plan and coordinate program activities to meet the individual needs of children enrolled in the child development program. E

Maintain a variety of records including attendance, emergency information, accidents and minor injuries, first aid and student discipline/behavior. E

Maintain student and school information in a confidential manner.

Establish and maintain cooperative working relationships with preschool aged children, parents, and school district staff.

Perform a variety of public/parental relations activities, including parent education workshops, parent conferences, special events and other parental contacts.

Instruct children in practices of personal cleanliness and selfcare; promote toilet learning when developmentally appropriate.

Inspect, review, and monitor the classroom, grounds area, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained.

Develop and monitor state mandated reports. E

Maintain professional competence through in-service education activities provided by the

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District and self-selected professional growth activities.

Co-teach with the Special Education teacher and staff. E

Attend and participate in staff and special education meetings (i.e., Individualized Education Programs (IEP) meetings), as needed.

Assist with the Implementation of IEP goals.

OTHER DUTIES:

Participate in staff meetings; attend various in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, techniques, and strategies pertaining to the instruction of preschool aged children.

Organization and operation of early care and education programs.

Child growth and development principles and theories.

Preschool and kindergarten standards.

Planning and organizational strategies, techniques, and methods.

Child guidance methods, strategies, and techniques.

Educational materials, supplies, and equipment typically utilized in a preschool program.

Methods of observation, evaluation and recording of children's behavior.

Interpersonal skills using tact, patience, and courtesy.

Basic elements of team teaching.

Principles of classroom health and safety.

Oral and written communication skills in English and a second designated language.

Correct English usage, spelling, grammar and punctuation.

Record keeping practices and procedures.

Basic First Aid and Safety practices.

ABILITY TO:

Plan, organize and conduct an effective preschool instructional program.

Provide meaningful language development and learning activities for children experience a wide range of socio-economic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity.

Effectively assess the educational needs of children and implement linguistic and educationally developmentally appropriate instructional plans and activities.

Provide a nurturing and supportive learning environment.

Communicate effectively in oral and written form in English and a designated second language.

Work cooperatively with parent, staff, and children.

Interactive courteously and tactfully with co-workers, students, and parents.

Promote 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 improvement to supervisor as appropriate.

Handle difficult situations using good judgment.

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Maintain a high level of professionalism.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and completion of 12 semester units of course work in early childhood education of child development, including at least one course of at least three semester units in the following core areas:

- a. Child/human growth and development.
- b. Child, family, and community, or child and family relations.
- c. Programs/curriculum.

And at least 50 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last two years. Experience must be verified by submitting an original letter from the employer on official letterhead.

DESIRED

AA or BA in Early Childhood Education.

Experience working with students with special needs.

Basic understanding of the IEP process and documents.

LICENSES OR OTHER REQUIREMENTS:

Child Development Associate Teacher Permit.

Valid First Aid, CPR and AED certificates issued by an authorized agency within six (6) months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom, playground and/or other outdoor environments.

PHYSICAL DEMANDS:

Lifting, sitting, bending, kneeling, walking, reaching, pushing, pulling, and carrying or other physical activities as needed.

Dexterity of hands and fingers to operate standard office, classroom equipment and assist students.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Ability to see to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Ability to lift up to 40 pounds.

Board Approval: 8/10/22

PC Approval: 9/21/22

Range: 17.0