

JOB DESCRIPTION
San Diego County Office of Education

EARLY EDUCATION PRESCHOOL TEACHER

Purpose Statement:

Under administrative direction, the Early Education Preschool Teacher provides supervision, care, and instruction to students, prepares, and organizes classroom activities and materials for the assigned program and child/student age group. Assigned programs may include California State Preschool Program (CSPP) or General Child Care and Development Program (CCTR). Services will be provided to birth to 5 years.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Manages daily operations of the program for assigned children and their families.
- Plans, implements, and evaluates daily instructional activities, including a written activity plan, as required by funding sources.
- Creates and maintains a safe, stimulating and inviting early education preschool environment including caring for, servicing, and replacing classroom materials equipment and supplies to maximize the growth and development of every child.
- Implements learning activities and opportunities in the early education preschool setting and conduct services in family homes as applicable for teaching assignment in the program.
- Conducts individual assessments using Desired Results Developmental Profile (DRDP) System, classroom assessments using the age-appropriate Environment Rating Score (ERS) tool, or the Peabody Vocabulary Test (PPVT) as required by funding sources.
- Conducts developmental screening and enrollment file reviews, makes referrals to parents or early education preschool staff identifying concerns or support needed by the family or child.
- Provides training and direction for Preschool Instructional Assistants or other assigned staff.
- Works in collaboration with Preschool Instructional Assistants and other teaching staff to plan and implement developmentally appropriate curriculum based on individual assessment of child's growth and development.
- Establishes a professional relationship between parents and early education preschool site including conducting parent/teacher conferences to assist parents' understanding of their child's development and/or students with issues; participates in daily discussions with parents; engages parents and families in early education preschool activities.
- Translates for parents and families based on program assignment as needed.
- Participates in curriculum development and goal setting.
- Produces informational newsletters.
- Assists in the implementation of staff development activities.

- Participates in staff and program evaluation meetings.
- Participates in professional learning activities and staff meetings.
- Coordinates and participates in early education preschool events.
- Works towards achieving enrollment growth.
- Verifies student absences and maintains daily attendance and safety logs.
- Establishes and maintains accurate records concerning children and sites in accordance with CDE- ELCD and Licensing requirements as applicable.

Other Functions:

- Perform other related duties as assigned which may include serving meals to children in the program, assisting with basic hygiene, diapering, assistance in the development of independent toileting and conduct basic cleaning and sanitizing during the school day.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Practical methods used in instruction, care, training, and supervision of young children; Basic concepts of child development and child behavior patterns of children birth to age 5; and Title 5 and Title 22 regulations and guidelines affecting early education preschool programs.

ABILITY TO:

Plan and implement daily early childhood instructional activities;
 Interact with and care for the physical needs of infant, toddler and/or preschool-age children;
 Maintain a hygienic learning environment;
 Support the philosophy, policies and procedures of the early education preschool program;
 Exercise appropriate judgment in making decisions;
 Maintain accurate records;
 Use Microsoft Office applications;
 Communicate effectively both orally and in writing;
 Follow oral and written instructions;
 Attend meetings and in-service training activities;
 Establish and maintain cooperative working relationships with infant, toddler and/or preschool students, parents and program staff;
 Learn and follow funding terms and conditions for Community Care Licensing (Title 22), Title 5 regulations for CSPP and CCTR and/or Migrant Education as applicable to assigned program;
 Travel to travel to/from school/home sites as needed;
 Attend open house events and other activities in evenings as needed;
 Maintain confidentiality of information; and
 Demonstrate attendance sufficient to complete the duties of the position as required.

Working Environment:

ENVIRONMENT:

Duties are typically performed in classroom, home, and office settings. Occasional evening and weekend work activities are required for this position. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office

equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift objects. Ability to lift children and equipment up to 50 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Two (2) years of experience working with infant, toddler and/or preschool-aged children in a licensed early learning and care center or comparable group childcare program; and

Education: College units required to obtain one of the following Child Development Permits as issued by the California Commission on Teacher Credentialing (CTC): Associate Teacher, Teacher, Master Teacher, Site Supervisor, or Program Director; Three of the college units must be related to the care of infants; or

Equivalency: A combination of education and experience equivalent to college units required to obtain one of the Child Development Permits listed above, three of the college units must be related to the care of infants, and two (2) years of experience working with infant, toddler and/or preschool-aged children in a licensed early learning and care center or comparable group childcare program.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Child Development Permit as issued by the CTC in one of the following areas: Associate Teacher, Teacher, Master Teacher, Site Supervisor, or Program Director.

Site Supervisor Permit or above is highly preferred.

Proof of required immunizations, including measles and pertussis vaccinations.

Valid First Aid and CPR (Infant/Child/Adult) certification as issued by an American Red Cross or an American Heart Association-approved program.

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance


Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Early Education Preschool Teacher Compensation Plan, Salary Plan 067 (244 days)

Approval Date: 20xx

Approved by: 

Dr. Yolanda Rogers, Assistant Superintendent
Human Resources Services

Revised: 8/13, 2/19, 7/20, 6/21, 5/23