

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PRESCHOOL INSTRUCTOR**

#### **BASIC FUNCTION:**

Under the direction of the Principal, provide instruction, care and assistance to preschool-age children at a designated classroom; develop and implement lesson plans and instructional activities to meet the emotional, physical and educational needs of children; provide instruction aligned to state and district curriculum standards; train and provide work direction to assigned classroom personnel.

#### **REPRESENTATIVE DUTIES:**

Provide instruction, care and assistance to preschool-age children at a designated child care center; monitor and assess student needs and progress; develop and implement lesson plans and instructional activities to meet the emotional, physical and educational needs of children and assure students are prepared for kindergarten; establish and implement classroom management procedures.

Organize, oversee and participate in a variety of classroom functions including instructional, food, child care and cleaning services; assure adequate equipment, supplies and materials to meet student needs; oversee student attendance and record-keeping functions.

Train and provide work direction to assigned classroom personnel.

Plan, develop and implement instructional activities in various subject areas; read books to students and observe their reading abilities; assist students with letter and word pronunciation and recognition; assist students with writing exercises.

Assist students in completing classroom assignments, and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Monitor and assess student needs and progress in developmental areas including language, fine motor, gross motor, self-help and social skills; establish individual student goals and objectives; develop and implement instructional activities to enhance student skills in designated developmental areas.

Prepare and maintain records, reports and files related to student progress, needs, attendance, incidents, food service, health, parents and assigned activities; maintain sign-in logs; prepare and distribute materials as directed.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean tables and floors; clean, set up, and set out toys, equipment and instructional materials.

Oversee and participate in meal and snack times; assist children with eating activities; assist children with changing soiled clothing as needed.

**Preschool Teacher**

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate variety of office and instructional equipment including a computer and assigned software; arrange for classroom and equipment maintenance and repairs as needed.

Attend and conduct various meetings and conferences as assigned; meet with parents to discuss student needs, instructional activities and related functions; attend in-services as directed.

Observe and control behavior of students in the classroom according to approved procedures; monitor student health conditions; administer routine first aid and CPR as directed; refer serious injuries or health issues to appropriate personnel.

Monitor inventory levels of classroom supplies; order, receive and maintain inventory of classroom supplies.

**ESSENTIAL DUTIES:**

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, theories, practices and techniques involved in providing instruction to preschool-age children.

Concepts of child growth, development and behavior characteristics of preschool age children.

Early childhood curriculum areas and appropriate methods for implementation and assessment.

Subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Curriculum and lesson plan development to meet preschool-age student needs.

Operation of office and classroom equipment including a computer and assigned software.

Instructional methods and techniques.

Oral and written communication skills.

Principles and practices of training and providing work direction to assigned staff.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of the State Education Code and other applicable laws.

Record-keeping and report writing techniques.

Classroom procedures and appropriate student conduct.

Health and safety regulations.

First aid and CPR procedures.

**ABILITY TO:**

Provide instruction, care and assistance to preschool-age children.

Coordinate personnel, parent participants and resources to meet the needs of students.

Organize, oversee and participate in a variety of classroom functions including instructional, food, child care and cleaning services to meet student needs.

Develop and implement lesson plans and instructional activities to meet the emotional, physical and educational needs of children and assure students are prepared for kindergarten.

- Monitor and assess student needs and progress.
- Develop and implement instructional activities to enhance student skills in designated developmental areas.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Prepare and maintain student records and files.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Administer first aid and CPR.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work including 12 units in early childhood education (ECE) and one year educational experience working with preschool-age children.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Children’s Center Permit, Child Development Teacher Permit or comparable credential.
- Valid First Aid and CPR certificates issued by an authorized agency.
- Valid California Class C Driver’s License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/Classroom environment.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read a variety of materials and monitor students.
- Hearing and speaking to exchange information.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: September 13, 2017