

## North Monterey County Unified School District

### POSITION DESCRIPTION

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Position Title:	<b>Infant-Toddler/Preschool Teacher</b>
Department:	Student and Family Services – Family Resource Center
Reports to:	Superintendent or designee
Salary Level:	Preschool Salary Schedule
Calendar:	School Year (185 days) or Year Round (246 days)

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#### **SUMMARY:**

Under the general supervision of Superintendent or designee and within the Funding Terms and Conditions, Title 5, Title 22 Regulations, district program policies and procedures, work cooperatively with others, to provide a safe and nurturing environment for all children in the Infant-Toddler and Preschool program at all times. Provide leadership and stability for program continuity.

*The following 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.*

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Attends staff meetings, participates in required program staff professional development.
2. Participate in Parent Nights (i.e. Parent Orientation, Parent Advisory, Back to School, Open House...)
3. Conducts weekly site meetings with assistants to lesson plan and implement classroom activities in accordance with the policies and curriculum of the program.
4. Uses program assessments as tools to plan activities to enhance the development of children physically, socially, emotionally, and cognitively.
5. Supervises all activities and staff to ensure the safety of each child in the program.
6. Ensures all incident/accident reports are completed, signed, and faxed when such incident occurs under your supervision.
7. Works well with all other staff members and parents in a cooperative and respectful manner.
8. Ensures all classroom documents per program regulations are collected and maintained in an orderly manner.
9. Performs other related duties as required by program director.
10. Assess family needs and provide developmentally appropriate information, guidance, and support to parents.
11. Submit all appropriate documentation to the Multi-Tiered Systems of Supports team to provide a continuum of services.
12. Maintain all required documentation regarding Desired Results Developmental Results (DRDP), attendance records and all essential records required by the program.
13. Works well with all other staff members and parents in a cooperative and respectful manner.
14. Actively recruit families to enroll in program services.

15. Adhere to all district health and safety policies.
16. Performs other related duties as required by Superintendent or designee.

### **MINIMUM QUALIFICATIONS**

1. High School Graduation or GED equivalent
2. At least 18 years of age
3. Valid Child Development Associate Teacher Permit or higher issued by the California Teacher Credentialing Commission
4. Ability to communicate effectively with director, children, parents, and other program school personnel
5. Experience working with children ages 0 – 5 years
6. Completed Health and Safety Class (completed through certified agency, community college with a grade “C” or higher or verification of enrollment in next course/class)
7. Completed Infant/Toddler college course completed through certified agency, community college with a grade “C” or higher or verification of enrollment in next course/class)

### **DESIRED QUALIFICATIONS**

1. Bilingual in English/Spanish
2. Experience working with parents
3. Experience working with children Birth - 5 years old in a licensed child care facility

### **PHYSICAL REQUIREMENTS:**

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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may lift and/or move up to 25 pounds of materials etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works indoors (office and family homes) and may occasionally work outdoors. The employee must be able to meet deadlines. The noise level in the work environment is usually mild to moderate.

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

Board Approved: June 13, 2013

Revised: May 27, 2021