



Romoland School District

JOB DESCRIPTION

STATE PRESCHOOL TEACHER

SUMMARY

Under the direction of the Program Director, the State Preschool Teacher implements the daily operation and coordination of the State Preschool morning and afternoon classes; supports staff in developing and creating experiences and environments to support and foster physical, intellectual, social and emotional development of preschool aged children.

REPRESENTATIVE DUTIES

- Maintain confidentiality relating to all aspects of the program and the children.
- Prepare lesson plans and lesson plan summaries.
- Prepare and maintain accurate and complete records.
- Conduct parent conferences.
- Commit to honoring Romoland School District's Mission, Vision, Core Values, Commitments and indicators of Student Success.
- Plan, supervise and implement the screening of preschool children, addressing specific educational needs of preschool students; implement curriculum; document teaching and student progress/activities/outcomes; provide feedback to students, parents and administration regarding student progress, expectations, goals etc.
- Prepare and implement daily activities for children using small and large group routines.
- Develop activities that are age appropriate for all children and support their interests and strengths.
- Assist in supervision and ongoing training for assistants.
- Oversee children in all indoor and outdoor activities, adhering to all health and safety procedures of the district to ensure a safe and healthful environment.
- Maintain a clean, safe and positive classroom and playground environment.
- Oversee and participate in all daily activities such as toileting, hand washing, tooth brushing, health checks, and related classroom transition activities.
- Participate in staff and in-service training.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Early education curriculum and enrichment programs.
- Early education programs, practices and techniques.
- Best and most current practices and techniques for inclusive early education settings.
- Instructional and tutorial techniques for young children.
- State licensing rules and regulations regarding child care centers.
- Record-keeping techniques.
- First aid, infant-child CPR, blood borne pathogens and related workplace sanitation procedures.
- Knowledge of basic computer programs to record attendance, child assessments, classify data, and use basic job-related equipment.

Ability to:

- Maintain consistent, punctual and regular attendance.
- Support the learning of children through appropriate classroom activities.
- Respond appropriately to changing rules and regulations.
- Assist in planning, scheduling, training and reviewing the work of teacher's assistants.
- Provide instructional assistance and technical advice to parents.
- Communicate clearly and effectively by using interpersonal skills effectively, with tact, patience and courtesy with children, staff, parents and volunteers.
- Administer first aid and CPR in emergency situations.
- Operate a computer and use job related software.
- Communicate effectively orally and in writing in both English and Spanish is preferred.
- Provide a clean and safe classroom environment by reporting any cleanliness, health, or safety concerns to management.
- Ensure students are supervised at all times
- Support child's positive self-image through appropriate conversations and positive guidance techniques including negotiating skills.
- Understand, be sensitive to and respect the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of children, teachers, administrators and staff.
- Maintain confidentiality.
- Effectively communicate orally and in writing; understand and interpret laws and regulations.

Ability to (continued):

- Understand, interpret and apply department rules, policies and materials relating to childhood education.
- Work effectively in a demanding environment, while working independently with little direction and provide work direction to others.

EDUCATION AND EXPERIENCE

- Baccalaureate Degree in Early Child Education (Preferred)
- Associate of Arts Degree in Early Child Education (Required)
- Valid CA Master Teacher Permit
- One to two years experience of provided service in the care, development and instruction of children in a preschool and/or child development program and supervision of an associate teacher or teacher's aide is required.

BASIC REQUIREMENTS

- Possession of a valid California Driver's License, current DMV printout and proof of automobile liability insurance.
- First Aid Certificate.
- Infant and Child CPR Certificate.
- Physician's statement of health.
- Proof of clearance of TB.
- Fingerprint clearance by CA Dept. of Justice is required upon employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk. *E*
- Able to sit for sustained periods of time. *E*
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs.
- Able to carry up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.

PHYSICAL DEMANDS AND WORKING CONDITIONS (continued):

- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to operate office machines and equipment in a safe and effective manner. *E*
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an “*E*”.

This organization complies with the following policies and practices:

- This organization prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation, at any district site and/or activity. Minority and bilingual persons are encouraged to apply.
- This organization complies with the American Disabilities Act. Persons who may need some accommodation in the hiring process should contact the personnel office.
- This organization is a drug and tobacco free workplace.
- Candidates shall be required to submit proof of U.S. Citizenship or legal U.S. residence if hired.