

Laguna Beach Unified School District: Job Description: Preschool Teacher

BASIC FUNCTION:

Under the direct supervision of the site administrator and general direction of the Director of Early Learning, develop and provide a coordinated, inclusive, differentiated instructional program consisting of developmentally appropriate curricula to promote cognitive, social, emotional, and physical development for the whole child of preschool-aged students.

ESSENTIAL DUTIES:

- Prepare curricula and implement lesson plans integrating approved guidelines that include language development, early numeracy, and mathematic skills, pre-literacy/writing skills with a primary focus on school readiness; self-help skills
- Create and maintain a clean, safe, nurturing, engaging, and developmentally appropriate classroom environment to encourage, promote, and enhance social skills, discovery, divergent thinking, and academic growth with preschool students
- Instruct students in individual, small, and large groups in an inclusive educational setting, integrating self-help and independence, social, emotional, physical and intellectual development; assist with self-help skills including toileting, diapering, washing hands, and dressing
- Identify student areas of need requiring attention and refer families to community agencies and organizational services as appropriate
- Attend SST and IEP meetings; collaborate with support staff to implement IEP goals; interpret and provide feedback for educational plans to ensure understanding of student needs and determine progress
- Participate in individual or group meetings with preschool students and parents to monitor and assess students' progress; coordinate and collaborate with other teachers, educational specialists, and staff in planning curriculum
- Prepare daily lesson plans; conduct and maintain records for various assessment and instructional evaluations provided to students; prepare and maintain records (e.g., attendance records, family information) for all students enrolled
- Provide direction to Instructional Assistants in the classroom setting
- Develop student portfolios; collect monthly student work samples, self-portraits, and a variety of classroom assignments
- Collaborate with various personnel and outside agencies to enhance program services and identify proper techniques and services for meeting the needs of preschool program students
- Communicate with families, administrators, personnel, community services, and various outside organizations to exchange information, coordinate activities, and resolve issues or concerns related to student progress and program services

- Supervise and participate with children at mealtime and at play; direct play activities; develop play materials as required; ensure the safety of children both in the classroom and at play; set up and break down activities equipment; clean up meal and play areas; layout and pick up cots
- Prepare students for concerts, performances, and graduation; create communications for parents; Participate in Meet and Greet and Back to School Night and develop at minimum monthly newsletters

OTHER REPRESENTATIVE DUTIES:

- Participate in training and professional development as needed
- Participate in staff meetings as requested; attend various in-service meetings as assigned; participate in parent conferences as requested
- Perform related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Policies, objectives, and guidelines of designated preschool programs and activities
- California Preschool Learning Foundations
- Community resources, services, and programs serving students with special needs
- Basic assessment tools and techniques used for preschool program students
- Preschool curriculum and developmentally appropriate instructional strategies to support
- Basic principles and procedures of individual and group assessment meetings
- Child guidance principles and practices related to students with preschool program needs
- Behavior management techniques
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Record-keeping techniques and report preparation techniques
- Modern office practices, procedures, and equipment
- Basic concepts of child growth, development and developmental-behavioral characteristics
- Classroom procedures and appropriate student conduct
- Health and safety regulations
- Early developmental index results for LBUSD and activities to support desired outcomes

Ability to:

- Perform a variety of community service functions to assist in the identification, assessment, and counseling of preschool program students and their families
- Monitor and assess the progress of students to participate in individual or group meetings with preschool program parents
- Prepare and maintain records, logs, files, case notes, and other documentation

- Interpret, apply, and explain rules, regulations, policies, and procedures
- Understand and relate to students with special needs
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines; work independently
- Operate a computer and assigned software
- Analyze situations accurately and adopt an effective course of action
- Reinforce instruction to individual or small groups

MINIMUM QUALIFICATIONS

Education: A minimum of 24 semester units of coursework in early childhood education or child development is required.

Experience: A minimum of three years experience teaching in an Extended Day Program or preschool setting is highly preferred. Experience working with children in group, social, or recreational activities or in character-building organizations is required.

Licenses, Certifications, and other requirements:

- Any permit or credential authorizing service in instruction in a Child Development Center
- Must be at least 18 years or older
- Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance that establishes an appropriate example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy to include communication with appropriate personnel regarding any concerns
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS

Environment:

- Indoor or outdoor school classroom or playground environment
- Moderate to intense noise level
- Outdoor weather conditions

Hazards:

- Exposure to blood-borne and bodily fluids

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 required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties

Special Requirements:

Applicants must successfully pass the skills test administered by the District, and speak, read, and write in English.