

CERTIFICATED JOB DESCRIPTION

HEAD START PERMIT TEACHER

JOB SUMMARY:

Under the supervision of the site administrator, provides direct supervision, care, and instruction to a group of preschool-age children within a school or center. Supervises and trains Instructional Assistants on their responsibilities within the classroom. Cooperates and complies with District standards as they reflect and relate to their responsibility toward children, parents, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Provides developmentally-appropriate learning experiences for children that will further physical skills, develop language abilities, guide social development, develop creative abilities, foster emotional development, and build cognitive skills in relation to math, science, reading, and writing. Through planned curriculum, will be responsible for the selection and arrangement of materials, equipment, and experiences suitable to the developmental needs of the group.
- Provides an environment conducive to maintaining each child's feelings of safety, security, and positive self-worth.
- Develops and maintains a constant awareness for the health, safety, and well-being of the children through specific adult housekeeping responsibilities; instructing children on the correct way to use equipment and materials; employing proper first-aid methods in cases of injury; developing acceptable techniques and routines regarding the daily schedule, toileting, hand washing, eating, sleeping, dressing, and discipline.
- Demonstrates consideration, respect, and a warm and friendly interest in individual children and their families.
- Identifies the needs of individual children and requests assistance of and cooperates with parents and other professional staff members in remedying problems.
- Demonstrates courtesy, tact, and common sense by maintaining a pleasant working relationship with parents and staff and understands, supports, and appreciates the diverse needs of families in the school or center.
- Follows Early Education and District Standards necessary in fulfilling requirements for improvement and other improvement measures established by program funding contracts and annual teacher evaluation.
- Assumes responsibility for supervision of Instructional Assistants in the classroom including developing shared room duties and responsibilities, training assistants in appropriate practices and standards, and annual evaluation/ accountability.
- Maintains an orderly classroom environment through the use of lesson planning; developing and practicing positive problem-solving strategies; planning and attending staff meetings; utilizing a child-friendly room arrangements; following District health and safety guidelines; providing regular parent communications; requesting and ordering instructional materials and supplies; and participating in curriculum development programs and staff training within the school or center or at the District level.

- Possesses the ability to work with new and experienced staff. Knows up-to-date theories, techniques, and methodologies related to curriculum and staff development for both special education and general education teachers.
- Supports parent participation in activities related to their child's education including in-classroom volunteering, parent education sessions, and parent conferences as established by early education funding contracts.

ESSENTIAL PHYSICAL ACTIVITIES:

- Sufficient stamina and agility to stand, walk, run, sit, squat, bend, crawl, climb, twist, and reach on a daily basis to perform various activities in the classroom and playground area.
- Sufficient strength to lift, move, and/or carry a preschool-age child up to 40 lbs. and various items up to 25 lbs.; hearing sufficient to understand and engage in normal conversations; sufficient visual acuity to read text in a wide variety of electronic, typed, and written formats and monitor student activities; clarity of speech sufficient to explain instructional concepts to children and discuss them with adults; mobility sufficient to visit other locations throughout the campus.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
Child Development Teacher Permit or Children's Center Instructional Permit.
Current CPR and First Aid Training Certification.
- **Education:**
BA degree.
- **Experience:**
Prior experience in supervising children is desirable.
- **Distinguishing Characteristics:**
The duties of this position involve considerable public contact requiring discretion and judgment, including interpreting and explaining the school's or center's programs, or policies and procedures.
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Certificated Salary Schedule

Board Approved:

5/22/12

Revision Dates: