

CERTIFICATED JOB DESCRIPTION

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 the children, parents, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Provides developmentally appropriate learning experiences for the 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, the teacher 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 maintain 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 right 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 warm friendly interest in individual children and their families.
- Identifies needs of individual children and requests assistance of and cooperate 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 center.
- Follows District standards in relation to fulfilling requirements for continual improvement through use of Desired Results Developmental Profile, Early Childhood Environment Rating Scale (ECERS), 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: use of lesson planning; developing and practicing positive problem solving strategies; planning and attending staff meeting; utilizing child-friendly room arrangement; 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 center or on the District level.

- Ability to work with new and experienced staff. Knowledge of up-to-date theories, techniques, and methodologies related to curriculum and staff development for both special education and general education teachers.

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-aged child up to 40 lbs. and various items in the classroom up to 25 lbs.; hearing sufficient to understand and engage in normal conversations; sufficient visual acuity to read text in a wide variety of typed/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:

- **Credential:**
Child Development Teacher Permit or Children’s Center Instructional Permit.
Current CPR and First Aid Training Certification.
- **Education:**
AA 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 schools’ programs or policies and procedures.

Certificated Salary Schedule

BOARD APPROVED: 5/18/76
REVISION DATES: 3/20/92
10/4/05
1/19/10