

CLASS SPECIFICATION

PRESCHOOL TEACHER

DEFINITION

Under the direction of the Program Manager-Early Childhood and the Executive Director, Educational Services, this position provides a safe and nurturing environment for the growth and development of children in the preschool, in accordance with each student's ability; establishes good relationships with parents and all Cypress School District staff; complies with state and federal guidelines regarding Title 5 Child Development, Education Code, Title 22 licensing regulations, and IDEA; and performs other related duties as assigned.

REPRESENTATIVE DUTIES

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Provide daily instruction in the academic, social, and physical developmental areas of the curriculum, utilizing the preschool course of study guide, child development foundations, appropriate materials, and activities
- Use a variety of instructional strategies and tools, such as inquiry, group discussion, discovery, project-based learning, and technology
- Document evidence of student learning
- Create an effective environment for learning through current functional, and attractive classroom displays, bulletin boards, and student centers
- Supervise students in out-of-classroom activities during the school day
- Provide appropriate instruction based on assessment of student learning needs
- Provide instructional services to students with special needs consistent with Individual Education Plans
- Create and implement a classroom management plan that includes positive behavior supports needed to achieve an engaging and safe learning atmosphere in the classroom
- Maintain and ensure a clean, safe, attractive, and positive learning environment
- Assist children with basic care activities such as toileting, feeding, dressing, and grooming
- Administer basic first aid, follow student health plans, and screen ill and/or injured students in accordance with Board Policy in the absence of district nurse; administer medications to students according to physician's instructions and maintain medical log; call district nurse or paramedics as needed
- Evaluate and document students' academic and social growth, keep appropriate records, collect and analyze student data, and prepare progress reports using the school, district, and state-required assessments and evaluation tools
- Communicate with parents/guardians through a variety of means and hold parent conferences consistent with district/school requirements to discuss the individual student's progress and explain the preschool program
- Assign and monitor the work of paraeducators

- Collaborate and cooperate effectively with other professional staff members in assessing and helping students solve health, behavioral, social, emotional, and learning problems
- Maintain professional competence by participating in all offered professional development
- Develop personal and professional performance goals with the Program Manager and Executive Director, Educational Services
- Attend staff, parent, and other meetings as assigned

ORGANIZATIONAL RESPONSIBILITIES

This is a classified position and may be the primary teacher or co-teacher in a blended preschool classroom. This teacher provides service in the care, development, and instruction of children in a child care and development program and may direct paraeducators. In the absence of the Program Manager, the Preschool Teacher assumes responsibility for child development programs operated by the district as required by California Child Care Licensing.

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Methods and techniques in educating young children
- Current concepts used in Early Childhood Education
- Basic child psychology and development
- Lesson planning formats and policies
- Health, safety, and nutrition requirements of children
- Appropriate safety precautions and procedures
- Methods of observing, evaluating, and recording child behavior
- Interpersonal skills using tact, patience, and courtesy
- Operation of a variety of office equipment, including computer functions and programs

Ability to:

- Communicate clearly and effectively, orally and in writing
- Plan, develop, and implement educational experiences for children cared for in the preschool program
- Establish and maintain cooperative and positive relationships with all educational partners
- Maintain student records and prepare assessments as needed using a variety of technology
- Implement positive learning activities for children
- Maintain a healthy and safe classroom environment
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work and meet schedules and timelines
- Maintain regular attendance and punctuality

Education and Experience:

To qualify for this position, an individual must satisfy all of the requirements listed in one of the following options:

Option 1

- AA degree in Child Development
- Six additional semester units of coursework in administration and supervision of child care and development programs
- Two semester units of adult supervision coursework
- Four years of experience in an instructional capacity in a childcare and development program

Option 2

- BA degree or higher
- 12 or more semester units of early childhood education or child development coursework
- 100 days of supervised field experience in an early childhood education setting

Licenses and Certificates:

All current state and federal requirements necessary for an assignment in a preschool classroom including, but not limited to the following:

- Valid Child Development Site Supervisor Permit or Child Development Program Director Permit issued by the Commission on Teacher Credentialing
- Certificate in EMSA Pediatric Cardiopulmonary Resuscitation (CPR)
- Pediatric First Aid/Health and Safety Training Certification

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There is possible exposure to bloodborne pathogens, body fluids, and communicable diseases. Occasional work with sharp objects (i.e. syringes, scissors) may be required.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing, as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 40 pounds but may involve heavier objects up to 50 pounds with assistance. This position may require providing physical assistance to students of various weights. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact. Specific vision abilities including close vision, depth perception, and the ability to focus are required.

Approved: September 8, 2016

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