



## RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE:**                    **TEACHER ON SPECIAL ASSIGNMENT (TOSA) -  
EARLY CHILDHOOD (PRESCHOOL) TEACHER**

**WORK YEAR:**        **185 Work Days**

### **EDUCATION AND EXPERIENCE:**

- A Valid California Child Development Teacher Permit or a California Multiple Subject Teaching Credential (with 12 units in Early Childhood Education) or an Early Childhood Credential
- Completion of 175 days of experience in an instructional capacity in a child care and development program; working at least three hours per day within the last four years is required and must be verified. (This experience may include paid and/or volunteer work.)
- A Bachelor's degree in Early Childhood Education or a closely related field is preferred.
- Knowledge of Desired Results Developmental Profile (DRDP), Early Childhood Environment Rating Scale (ECERS), and Classroom Assessment Scoring System (CLASS)

### **ADDITIONAL REQUIREMENTS:**

- Must possess a working knowledge of the early childhood curriculum
- Ability to work well with and understand the particular needs of preschool-age children
- Ability to serve as an effective role model
- Ability to establish and maintain cooperative relationships with staff, parents, and the public
- Ability to communicate effectively orally and in writing
- Ability to articulate professional development objectives, create professional development content, and present to Head Start and California State Preschool Program instructional staff, and Early Childhood Office support staff
- Ability to speak and write Spanish is preferred

### **PRIMARY FUNCTION:**

Under the supervision of the Early Childhood Coordinator, the teacher will assist in the monitoring and implementation of the early childhood educational program, Head Start policies and procedures, and California State Preschool Program Learning Foundations as required.

This will include observation, planning, assessment, and evaluation of the children's activities. The teacher will conduct a weekly program needs assessment to meet the individual needs of children and classrooms in a bilingual, multicultural setting.

#### **AREAS OF RESPONSIBILITY:**

- Coaches and mentors classroom teachers and instructional assistants
- Works directly with parent volunteers
- Plans activities to ensure efficient day-to-day operations
- Supports classroom teachers and instructional staff to ensure that the physical, social, intellectual, and emotional needs of the children are met
- Coordinates and assumes responsibility for the implementation of program activities
- Observes children and provides for their health, safety, and welfare
- Collaborates with teachers, SAP Counselor, Services Specialist, and Coordinator in Positive Behavior Intervention Plan
- Ensures the prompt and effective administration of first aid in emergencies
- Develops a program for individualized instruction, updates curriculum scope and sequence, and assists teachers with weekly lesson plans
- Assists with the implementation of the curriculum, teaching and learning process that meets Early Childhood Learning Foundations and Curriculum Framework
- Supports classroom teachers with parent conferences and home visits according to program regulations and as needed, completes appropriate documentation
- Maintains the required attendance, progress, disability, and assessment records for each child in the class and other reports as required
- Upload documentation into approved online platforms; may include Early Head Start Infant and Toddler Program
- Establishes, maintains, and monitors data through approved online platforms; including Early Head Start Infant and Toddler Program
- Manages Ages and Stages Questionnaires (ASQ); including Early Head Start Infant and Toddler Program
- Assists with Preschool Study Team
- Ensures confidentiality of individual and program records
- Presents in the area of education at Head Start Policy Committee and California State Preschool Program Parent Advisory Committee meetings
- Coordinates with Catholic Charities Clinicians regarding social-emotional learning of Dinosaur School with instructional staff
- Attends staff meetings and in-service training coordinated by the program, district or county office, and other recommended in-service workshops
- Assists site administrator in evaluating the instructional assistants
- Substitutes for preschool teachers
- Performs other related duties as assigned

### **Ability to:**

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business.

### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

### **Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations