



## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**TITLE: PRESCHOOL TEACHER - ITINERANT**

**WORK YEAR: 185 Work Days**

### **EDUCATION AND EXPERIENCE:**

- A Valid California Child Development Teacher Permit or a California Elementary Teacher 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.

### **ADDITIONAL REQUIREMENTS:**

- Must possess a working knowledge of early childhood curriculum
- Ability to work well with and to 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 speak and write Spanish is preferred
- Ability to commute to various locations to conduct business

### **PRIMARY FUNCTION:**

Under the supervision of the Early Childhood Coordinator, the teacher will assist in monitoring and implementing the educational program required by the Early Childhood Education Program. This will include observation, planning, assessment, and evaluation of the children's activities in California State Preschool Program and Head Start classrooms. In collaboration with the classroom teacher, the teacher will design a daily program to meet children's individual needs in a bilingual, multicultural setting.

### **AREAS OF RESPONSIBILITY:**

- Provides Tier 2 interventions in California State Preschool Program and Head Start classrooms

- Teaches one or two classes per day, works directly with instructional assistants and parent volunteers
- Plans activities to ensure efficient day-to-day operations
- Supervises children and ensures 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
- Ensures the prompt and effective administration of first aid in emergencies
- Develops a program for individualized instruction and prepares weekly lesson plans
- Implements a program that meets the California Preschool Transitional Kindergarten Learning Foundations (PTKLF)
- Conducts parent conferences and home visits according to program regulations and as needed, completing appropriate documentation
- Maintains the required attendance, progress, disability, and assessment records for each child in the class and other reports as required
- Ensures confidentiality of individual and program records
- Attends staff meetings and in-service trainings coordinated by the site administrator, district, or county office, and other recommended in-service workshops
- 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 understand a regular conversation clearly
- 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 that others will be able to clearly understand the written communication
- Ability to communicate so others will be able to understand a regular conversation clearly
- Ability to understand speech at normal levels

**Environment:**

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