



## RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE: EARLY CHILDHOOD TEACHER**

**WORK YEAR: 185 Work Days**

### **EDUCATION AND EXPERIENCE:**

- A Valid California Children's Center Permit or a California Elementary Teacher Credential (with 12 units in Early Childhood Education) or an Early Childhood Credential

### **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

### **PRIMARY FUNCTION:**

Under the supervision of the Site Principal, the teacher will assist in the monitoring and implementation of the educational program required by the Early Childhood Education Program. This will include observation, planning, assessment and evaluation of the children's activities. The teacher will conduct a daily program to meet the individual need of children in a bilingual, multi-cultural setting.

### **AREAS OF RESPONSIBILITY:**

- Teachers one or two classes per day, works directly with an instructional assistant and parent volunteers.
- Plans activities to insure efficient day-to-day operations.
- Supervises children and insures 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
- Insures 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 Early Childhood foundation and standards
- Conducts parent conferences and home visits according to program regulations and as need, completing appropriate documentation
- Maintains the required attendance, progress, disability and assessment records for each child in the class and other reports as required
- Insures confidentiality of individual and program records
- Attends staff meeting and in-service trainings coordinated by the site administrator, district or county office and other recommended in-service workshops
- Assists site administrator in evaluating the instructional assistants
- 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