



Excellence for all.

Job Title: Preschool Teacher

Basic Function: Under the direction of the Director of Child Development Programs and/or assigned designee, the Preschool Teacher is responsible for providing to pre-kindergarten aged children a developmentally based program which is designed to prepare them for a successful transition to kindergarten.

Distinguishing Characteristics:

The preschool teacher requires a Teacher, Master Teacher or California Child Development Site Supervisor permit.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Teach and supervise a preschool program operated in a single site, provide service in the care, development, and instruction of children in a preschool program.
- Coordinate parent volunteers in the preschool classrooms.
- Direct students through a variety of experiences to enhance the students' ability to begin school ready to learn in all curricular areas.
- Plan for and provide individualized daily programs of activities appropriate to the developmental level of the children in the areas of language acquisition, mathematics, and social and self-help skills.
- Evaluate students' academic, physical, social, and emotional growth and keep accurate records including developmental assessment screenings, maintaining student developmental profiles, and attendance and referral documentation.
- Conduct individual parent conferences about students' growth and development.
- Plan and conduct a daily program of integrated curricular and learning experiences to children in a comfortable, secure atmosphere.
- Monitor aides, volunteers and other personnel assigned to the class.
- Communicate with parents through a variety of means.
- Attend parent education meetings, workshops, and program training.
- Plan and assist with field trips.
- Attend appropriate IEP meetings and other Social Service meetings as needed.
- Plan and attend organized after hour events such as Back to School Night and Open House, etc.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Child development principles and practices.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.

- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Classroom procedures and appropriate student conduct.
- Operation of office machines and keyboard equipment.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public both orally and in writing.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Assist with instruction and related activities in a classroom, physical education program or assigned learning environment.
- Reinforce instruction to individual or small groups of students in an assigned subject area as directed by the supervisor.
- Print and write legibly.
- Maintain a variety of records.
- Work with students in handwriting, phonics, letter recognition, and other activities.
- Add, subtract, multiply, and divide quickly and accurately.
- Learn the procedures, functions, and limitations of assigned duties.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Monitor and discipline students according to approved policies and procedures.
- Operate instructional and office equipment.

Education/Experience Requirement: Associate's degree in early childhood education or child development (or closely related field) OR associate's degree in any field plus 24 units of early childhood education or child development course work and at least two years of experience working in an instructional capacity in an early childhood education setting. Successful completion of the Merit examination process is required.

Substitutions for the above education may be made if such substitutions meet the California Child Development Teacher, Master Teacher, or Site Supervisor Permit requirements, as defined by the State of California Commission on Teacher Credentialing.

Licenses/Certificates: Valid Teacher, Master Teacher or California Child Development Site Supervisor permit is required. Valid First Aid and CPR certificates. Some positions in this classification may be required to interpret and translate in Spanish and English, both orally and in writing.

Working Conditions:

Environment: Classroom or other learning environment.

Physical Demands/Hazards: Hearing and speaking to exchange information. Seeing to monitor students and read a variety of materials. Bending at the waist, kneeling, or crouching to assist students. Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 133

Revised: 6/22/18 (minimum qualifications and salary range)

Revised: 3/20/19 Updated Job Duties; 12/13/23 education requirements

Personnel Commission Classification/Compensation Study Approved: July 12, 2023