

(STATE) PRESCHOOL TEACHER

EXAMPLES OF DUTIES

Responsibilities in Program Operation:

Recruit children eligible to participate in State Preschool within the school attendance area. Register eligible children and inform their parents of their role and responsibilities in relationship to the program. Develop a written plan to include an assessment of the participant's needs and a proposal for implementing and evaluating the goals, objectives, and activities of each of the program components. Prepare and maintain classroom records and program reports required for compliance with operating a State Preschool Program.

Responsibilities in Instruction:

- Provide a learning environment for children which includes a variety of experiences to foster the development of social, emotional, physical, and intellectual competence
- Assess each child's social, emotional, physical, and intellectual level of functioning and design a plan for instruction based on the developmental needs established
- Integrate program components of health, nutrition, parent participation, parent education, social services, and mental health into the daily program of educational activities
- Plan age and developmentally appropriate activities and monitor involvement • Provide individualized and small group instruction in order to adapt the curriculum to the need and interest of each child.
- Supervise children under teacher care at all times to insure safety; keeping all children within vision in order to be accountable for student safety.
- Supervise classroom activities assigned for staff including volunteers • Work cooperatively with parents, staff to meet individual needs of children and their families
- Provide/plan parent educational meetings and trainings as required by Title 5 regulations
- Complete parent-teacher conferences twice a year for each student. • Provide effective communication between staff and parents on a regular basis throughout the program year.

- Implement the total Preschool Program as defined by Title 5 Preschool regulations.

REQUIRED QUALIFICATIONS

Education:

- 48 units + Associate Teacher permit, teacher, master teacher, or site supervisor permit
- Children Center Permit or eligible for an emergency credential

Experience:

- Previous experience in Early childhood Education setting.

Knowledge of:

- Best practices in early childhood development
- Title 22 Community Care Licensing and Title 5 Regulations
- General Clerical Skills and Procedures

Ability to:

- Understand and carry out oral and written instructions in English • Supervise a group of children or an individual child in various learning activities • Maintain cooperative relationships with coworkers
- Maintain confidentiality regarding student records and reports
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Physical Requirements:

- Lift 20 pounds
- Stand with interruption for 30 minutes at a time
- Sit for 30 minutes at a time

SUPERVISION

Works under the Supervision of Administrative Personnel.

Board adopted: July 6, 2015