

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Preschool Instructor

**DEPARTMENT:** Educational Services

### **POSITION SUMMARY:**

A Preschool Instructor, under the supervision of the site and/or District administration, is responsible for the general supervision, instruction, and management of a group of preschool students in a classroom setting and assists in other duties related to the operation of the program as assigned. In addition, this position provides direction for Instructional Assistant.

### **ESSENTIAL FUNCTIONS:**

1. Develops lesson plans and uses available instructional materials in order to adapt the curriculum to meet the needs of the students.
2. Provides learning experiences appropriate to the developmental needs of the children.
3. Provides a safe, stable, environment conducive to the development of the children's concept of self and positive attitudes toward learning.
4. Includes children and the display of children's work in the creation of a functional and attractive environment for learning.
5. Maintains professional competence through participation in in-service education activities provided by the district and/or self selected professional growth activities.
6. Accurately completes and submits in a timely manner forms, records, and reports required for the efficient/effective operation of the program.
7. Coordinates and directs the work of instructional assistants, paraprofessionals, parents, and other volunteers.
8. Plans and supervises developmentally appropriate activity programs and field trips.
9. Assesses each child's social, emotional, physical, and intellectual level and designs a plan of instruction based on identified developmental needs.
10. Develops classroom management strategies that provide for on-going positive reinforcement of appropriate behavior, as well as consistent rules and non-punitive consequences for unacceptable behavior.
11. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
12. Regularly demonstrates basic knowledge regarding the health and safety of students, including the utilization of appropriate first aid procedures as needed.
13. Plans and supervises a relaxing, pleasant snack-time setting with children, providing a stimulus for comfortable conversation, and a model for appropriate table manners.
14. Refers families to appropriate community agencies for health, nutrition, social services, mental health and child development concerns.

15. Makes home visits as appropriate.
16. Works cooperatively with administrators and other personnel in planning and implementing the educational program.
17. Exercises supervision and care over all furniture, books, supplies, and equipment entrusted to his/her care.
18. Participates in staff meetings and on-going program evaluation based on state and district requirements.
19. Plans and provides parent education information/activities as appropriate.
20. Maintains confidentiality regarding information concerning children and families.
21. Completes other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- 18 years of age or older
- High School Graduate
- American Red Cross Certification Required – Maintenance of certifications provided by the district with no cost to employee
  - Infant and Child CPR (yearly)
  - Child Care Health and Safety (one time only)
  - California Child Care CPR and First Aid (every 3 years)
- 24 Semester Units in ECE/CD
- Permits and/or credentials as required by law

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of CDE State Prekindergarten Learning and Development Guidelines, early childhood education theory, developmentally appropriate practices, literacy developments.
2. Knowledge of the basic aspects of the physical/emotional care of children.
3. Knowledge of correct English usage and grammar and ability to read, write, and speak at a level sufficient for successful job performance.
4. Knowledge of effective record keeping practices and procedures with the ability to establish and maintain accurate records and files.
5. Knowledge of indoor and outdoor recreation and educational activities suitable for preschool children.
6. Ability to understand the needs of preschool children and to effectively relate to these needs in the classroom.
7. Ability to understand and follow both oral and written instructions.
8. Ability to effectively supervise and care for a group of children in varying activities at various degrees of development.
9. Ability to analyze situations accurately and adopt an effective course of action.
10. Ability to meet the physical requirements necessary to safely and effectively perform the required duties.

11. Ability to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.
12. Ability to learn and carry out the appropriate procedures as designated by the state and district when child abuse is suspected.
13. Ability to maintain confidentiality of individual records and sensitive information.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Enter data into a computer terminal/typewriter and operate standard office equipment.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak, hear, and understand at normal levels and on the telephone with or without hearing aids.
6. Bend, squat, stoop and/or climb.
7. Work on computers for extended periods of time.
8. Reach overhead, grasp, push/pull up to 40 pounds for short distances.
9. Lift and/or carry up to 40 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office and/or classroom or other preschool environments and come in direct contact with district staff, both public and private pre-school staff, students, and parents.

**DAYS OF SERVICE:** 183

**SALARY:** Classified Range 36

**BOARD APPROVED:** Adopted 9/12/2006  
Revised 10/28/2025