

ONTARIO-MONTCLAIR SCHOOL DISTRICT

TEACHER PERMIT-PRESCHOOL

DESCRIPTION OF POSITION

Under the direction of the site supervisor and Child Development Program Administrator, the teacher implements a safe and developmentally appropriate preschool program to all preschool aged students in accordance with the current State Pre-School regulations. OMSD is a learning organization; therefore, all staff share responsibility to educate all students and employ culturally appropriate and sustaining practices.

MAJOR DUTIES AND RESPONSIBILITIES

- Plans and implements a developmentally appropriate preschool program.
- Ensures the development and safety of children in accordance with State Preschool regulations.
- Recognizes, corrects or reports any condition or practice that could jeopardize the safety or well-being of a child.
- Plans and provides meaningful activities for preschool classes, including a program of specialized instruction and training designed to develop the individual child's physical, emotional, social and academic capabilities.
- Maintains a supportive and developmentally appropriate learning environment; follows district attendance guidelines and submits student attendance reports monthly.
- Maintains accurate records of each child's progress and keeps other records as assigned, and adheres to timeline submission requirements.
- Utilizes instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical and emotional maturities.
- Evaluates academic and social growth of pupils, and keeps appropriate records (e.g., electronic student records system), per California Department of Education mandates.
- Utilizes the district referral process to address academic, behavioral, and/or social – emotional concerns for individual students and create a plan for support.
- Communicates with students, parents and members of the community, through variety of means, including home visits, in a positive, professional and respectful manner.
- Holds conferences with parents or guardians concerning the progress of each child.
- Conducts and/or supports monthly parent education meetings/workshops.
- Assists children in motor and/or speech development programs.
- Supervises children throughout all phases of the school day, including special events and field trips.
- Supervises and assists children's personal hygiene program.
- Ensures that equipment and facilities are clean, safe and well maintained.
- Directs the work of Early Childhood Education Assistants and volunteers.
- Collaborates with consultants and district staff concerning needs of individual children.
- Utilizes current instructional technology.
- Maintains professional competence through participation in district or self -initiated professional growth activities.
- Respects the confidential nature of pupil records and school reports, as prescribed by law.
- Performs other related assigned duties and responsibilities.

OTHER QUALIFICATIONS

- Knowledge of Preschool Learning Foundations, preschool curriculum, procedures and philosophy.
- Experience in working with preschool age children.
- Knowledge of basic computer skills and use of educational technology.
- Spanish fluency preferred.

CREDENTIAL/EDUCATION

Child Development Teacher Permit (or higher) or Commission on Teacher Credentialing approved units to qualify for said permit. Associates' Degree in any related field in Child Development Education preferred, including all courses needed to meet credential requirements above.

TERMS OF EMPLOYMENT

Work year dependent on funding, not to exceed 184 workdays. Placement on the Permit Teachers' Salary Schedule commensurate with prior experience and preparation.

EVALUATION

Performance on this job will be evaluated annually in accordance with provisions of the Board's policies and provisions set forth in the agreement.

LICENSE REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and the ability to maintain insurability under the District's liability insurance carrier.

Current Certification from an approved American Red Cross or American Heart Association approved Pediatric First Aid and CPR program.

CONDITION OF EMPLOYMENT

Ability to maintain insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

BOARD APPROVED: December 16, 2021