

## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### PRESCHOOL INCLUSION TEACHER, GENERAL EDUCATION

#### DESCRIPTION OF POSITION

Under the direction of the site supervisor and Child Development Program Administrator, the teacher implements a safe and developmentally appropriate, specially designed preschool program to all preschool-aged students, including students with Individual Education Programs (IEPs) in accordance with all applicable laws, policies and procedures. The teacher ensures the development and safety of these children in accordance with state preschool regulations and special education law. 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 program guidelines.
- 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 mental, 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 (e.g., electronic student records system) 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, per California Department of Education (CDE) 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 a variety of means, including home visits when necessary, 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.
- 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.
- Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of developmental levels.
- Implements IEPs for students that are eligible for Special Education Services, under the guidance of the assigned Special Education Preschool Inclusion Teacher.
- Assesses students using the Desired Results Developmental Profile (DRDP) two to three times per year, per CDE mandates.
- Supervises and assists children's personal hygiene program, including assisting with toileting and feeding of students.
- Collaborates (co-plan, co-teach, co-monitor, co-assess) with the Special Education Preschool Inclusion Teacher assigned to the class.
- Performs other related assigned duties and responsibilities.

**CREDENTIAL/EDUCATION**

- California Teaching Credential and a Child Development Teacher Permit (or higher).

**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.

**LICENSE REQUIREMENTS**

Possession of a valid California Motor Vehicle Operator's License.

Current Certification from an approved American Red Cross or American Heart Association approved Possession of a Standard Red Cross First Aid Certificate.

**CONDITIONS OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.

**TERMS OF EMPLOYMENT**

- Work Year- 184 days;
- Placement on Teacher Salary Schedule commensurate with experience and training.

**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 essentials 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 characteristics 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: June 3, 2021