

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: PRESCHOOL TEACHER

WORK YEAR: 186 Work Days

EDUCATION AND EXPERIENCE:

- A Valid California Child Development Teacher Permit or higher, or a PK-3 Early Childhood Education Specialist Instruction Credential

ADDITIONAL REQUIREMENTS:

- Must possess a working knowledge of early childhood curriculum
- Immunization requirements include pertussis, measles, and influenza (or documentation of exemption)
- CPR/First Aid
- Ability to work well with and to understand the particular needs of preschool-age children
- Ability to serve as an effective role model
- Ability to establish and maintain cooperative relationships with staff, parents, and the public
- Ability to communicate effectively orally and in writing
- Ability to speak and write Spanish is preferred

PRIMARY FUNCTION:

Under the supervision of the Site Principal, the teacher will assist in monitoring and implementing the educational program required by the Early Childhood Program. This will include observation, planning, assessment, and evaluation of the children's activities. The teacher will conduct a daily program to meet the individual needs of children in a bilingual, multicultural setting.

AREAS OF RESPONSIBILITY:

- Teaches one or two classes per day, works directly with instructional assistant(s), and parent volunteers
- Plans activities to ensure efficient day-to-day operations
- Supervises children and ensures their physical, social, intellectual, and emotional needs are met
- Coordinates and assumes responsibility for the implementation of program activities
- Observes children and provides for their health, safety, and welfare

- Ensures the prompt and effective administration of first aid in emergencies
- Develops a program for individualized instruction and prepares weekly lesson plans
- Implements a program that meets the Preschool/Transitional Kindergarten Learning Foundations (PTKLF)
- Conducts parent conferences and home visits according to program regulations and as needed, completes appropriate documentation
- Maintains the required attendance, progress, and assessment records for each child in the class and other reports as required
- Ensures confidentiality of individual and program records
- Attends staff meetings and in-service trainings coordinated by the site administrator, district, or county office, and other recommended in-service workshops
- Attends Individualized Education Program (IEP) meetings
- Assists the site administrator in evaluating the instructional assistants
- Performs other related duties as assigned

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues, administration, and district personnel
- Operate a computer and job-related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and instruction-related regulations
- Establish and maintain a variety of accurate record-keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual, and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so that others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop, and reach
- Ability to commute to various locations to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Ability to solve problems
- Ability to communicate with the public
- Ability to read, analyze, and interpret printed matter and computer screens
- Ability to create written communication so that others will be able to clearly understand the written communication
- Ability to communicate so that others will be able to clearly understand a normal conversation

- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – periodically
- Ability to work at a desk and in meetings of various configurations