



PRESCHOOL TEACHER

Department/Division:	Educational Services
Reports To:	Director of Preschool & Early Ed. Programs
Provides Direction To:	Preschool Instructional Assistants
Classification Status:	Classified
Date Prepared:	October 9, 2026
Board Adopted:	October 15, 2026

BASIC FUNCTION:

Under the direction of the Director of Preschool & Early Education Programs, the Preschool Teacher provides instruction, care, and assistance to preschool-age students. The Preschool Teacher is responsible for maintaining a safe, nurturing, and developmentally appropriate learning environment while implementing lesson plans, classroom routines, and instructional activities that support the social, emotional, cognitive, language, and physical development of preschool-age children.

Assignments may vary in length and location based on program needs and may require travel between district preschool sites.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Responsible for the assigned class, materials, assistants, students, as well as substitutes and volunteers.
- Implement the curriculum and instruction to support the development of all students.
- Develop and implement lesson plans.
- Complete ongoing anecdotal notes and create student portfolios.
- Complete two developmental DRDP assessments as well as two parent/ teacher conferences a year.
- Support the social and emotional needs of all students.
- Monitor, record, and report student attendance.
- Complete state-mandated reports and other related duties.

- Follow District policy regarding confidential information about children, their families, and staff.
- Assure the health and safety of all students during the school day.
- Maintain a safe and clean environment indoors and outdoors, which is conducive to learning.
- Treat children with dignity and respect.
- Supervise Instructional Assistant(s) and volunteers.
- Assist with planning and implementing the parent education program.
- Establish a positive relationship with parents and staff.
- Participate in in-service activities, staff and parent meetings.
- Attend required professional development training sponsored by the District, Los Angeles County Office of Education, and State.
- Assist students with toileting and change of soiled clothing as needed.
- Assure that planned activities comply with program policies and procedures, State, Federal, and local laws.
- Perform other specific duties as assigned by the Director of Preschool & Early Education Programs.

MINIMUM QUALIFICATIONS:

- Ability to work successfully with all preschool students and families.
- Ability to guide, direct, and interact with parents.
- Knowledge of effective teaching strategies in a preschool program.
- Ability to operate classroom equipment, including computer and assigned software.
- Knowledge of principles and practices of Early Childhood Education.
- Bilingual Spanish/English preferred

EDUCATION / CREDENTIALS:

- AA Degree in Early Childhood Education or related field.
- Bachelor's Degree in Early Childhood Education or related field (preferred)
- Possess or be eligible for a Child Development Teacher Permit or higher

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License
- Proof of Immunization Verification (Senate Bill 792): Required immunizations: Pertussis, Whooping Cough, Measles, and Influenza (flu)
- Proof of TB Clearance
- CPR/First Aid Certification

WORKING CONDITIONS:

ENVIRONMENT: Indoor and outdoor environment.

PHYSICAL ABILITIES: Hearing and speaking to exchange information, sitting or standing for extended periods of time, and seeing to read monitor work with individuals and small groups of students; bending, lifting, and carrying materials for instruction and working with children. Reasonable accommodations may be made to enable a person with disability to perform the essential functions of the job.

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.