SAN MATEO COUNTY OFFICE OF EDUCATION

Excellence and Equity in Education

March 2026
FLSA: Exempt

EARLY LEARNING TEACHER

DEFINITION

Under direction, implements a center-based educational caregiving program for eligible preschool children in an environment designed to serve children of all abilities; develops education plans to meet assessed needs; interprets family and child eligibility for federal and state programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in providing educational caregiving services for preschoolers of all abilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Designs and implements an individual education program for each child according to assessed developmental needs; informs parents regarding the child's educational plan and identifies activities which parents can utilize as educational activities in the home; assists families with preparing goals.
- Integrates program components of health, nutrition, parent education, social services, and mental health into the daily program of educational activities.
- Maintain age-appropriate discipline in the classroom.
- Supports students as needed with daily living tasks (e.g. feeding, toileting, diapering, etc.) for the purpose of providing appropriate care for children as assigned.
- Maintain classroom and play areas in a safe, orderly, and sanitary learning environment.
- Prepare and organize instructional materials, visual aids, manipulatives, toys, and other equipment for classroom and playground activities, ensuring materials are maintained, replaced, or reorganized as needed.
- Ensure food safety by supervising and serving three meals daily and maintaining clean and sanitary eating areas by removing food debris and sanitizing surfaces after each meal.
- Set up, clean, and maintain mats or cots for daily rest periods, ensuring equipment is sanitized weekly or as needed to support a safe and hygienic environment.
- Create and prepare instructional materials and visual aids for monthly thematic units.
- Interacts with parents on a regular basis through classroom contact; conducts home visits and parent conferences.
- Interprets family and child eligibility for federal and State programs; recruits and registers eligible

children/families.
- Administers minor first aid to ill or injured children; carries out authorized emergency and safety procedures.
- Prepares and maintains in a timely manner a variety of records and reports in compliance with department, agency, county, and state requirements.
- Establishes and maintains a sanitary, safe, orderly, attractive and positive learning environment.
- Maintains strict student and parent confidentiality.
- Attends and participates in a variety of meetings, committees, conferences, in-services and/or special events.
- Stays current with educational methodology, technology, issues, laws and regulations, and best practice instructional techniques regarding early childhood education, educational trends, and other issues related to young children of all abilities.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university.

Licenses and Certifications:

- Possess a valid California Child Development Teacher permit.
- Complete a minimum of 21 hours of professional development annually.
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation.

Knowledge of:

- Early childhood curriculum and instructional practices.
- Early childhood development, including child growth and cognitive development.
- Individual Education Plan development and implementation.
- Safety principles and practices, including crisis de-escalation strategies, conflict resolution, and other Positive Behavioral Intervention Supports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Organize and direct classroom and outside activities.
- Develop individual caregiving plan to meet assessed preschoolers needs.

- Use assessment data to inform and adapt curriculum to meet student individual developmental levels and learning needs.
- Conduct the CA ESSD 3900 assessment twice a year and incorporate the results into the curriculum.
- Interpret family and child eligibility for federal and State programs.
- Provide parent education and engage families in the program as required.
- Maintain a safe work environment utilizing crisis de-escalation strategies, conflict resolution and other Positive Behavioral Intervention strategies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.