

## **EARLY CHILDHOOD PRESCHOOL TEACHER**

### **DEFINITION:**

Under the supervision of Principal or Assistant Principal, serves as a preschool classroom teacher for preschool-aged children and provides instruction, care and assistance to preschool-age children at a designated child care center; develops and implements lesson plans and instructional activities to meet the needs of children; prepares and maintains a variety of records and reports related to assigned activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides instruction, care and assistance to preschool-age children at a designated child care center; develops and implements lesson plans and instructional activities to meet the emotional, physical and educational needs of children according to established policies procedures.
- Evaluates the individual needs of children; maintains child assessments and records as assigned; implements District-selected curriculum and age-appropriate activities in accordance with established policies; works with children in both small and large-group activities.
- Communicates regularly with parents and families to discuss student needs, instructional activities and related functions; participates in parent-teacher conferences.
- Prepares and maintains a variety of records and reports related to assigned activities; participates in maintaining and updating student files and attendance records.
- Collaborates with other personnel to implement instructional strategies that meet the needs of students with a variety of abilities.
- Creates and maintains a clean, safe, nurturing and positive environment conducive to the growth and development of young children utilizing established positive behavioral interventions and supports.
- Assures adequate equipment, supplies and materials to meet student need; submits requests for instructional materials according to established procedures.
- Provides training, work direction and guidance to assigned instructional assistant personnel.
- Attends meetings, workshops, in-services and school functions related to assigned activities.
- Communicates with personnel, parents and community members to exchange information, coordinate activities and resolve issues or concerns; collaborates with Early Childhood Education professionals, families, and community members for improved teaching and learning.
- Operates a variety of office and classroom equipment including a computer and assigned software, copy machine and laminating machine.
- Assists children with toileting and soiled clothing as needed.
- Assures activities comply with applicable State, federal and local laws.

### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

- Principles, theories, practices and techniques involved in providing instruction to preschool-age children.
- Principles and practices of early child development.
- Child guidance principles and practices related to preschool-age students.
- Curriculum and lesson plan development to meet preschool-age student needs.
- Operation of office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Principles and practices of providing work direction and training.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of the State Education Code and other applicable laws.
- Record-keeping and report writing techniques.
- Classroom procedures and appropriate student conduct.

- **Applicable health and safety regulations.**

**Ability to:**

- **Provide instruction, care and assistance to preschool-age children at a designated child care center.**
- **Train and provide work direction to assigned personnel.**
- **Organize, oversee and participate in a variety of classroom functions to meet student needs.**
- **Develop and implement lesson plans and instructional activities to meet the needs of children.**
- **Monitor and assess student needs and progress.**
- **Develop and implement instructional activities to enhance student skills in designated developmental areas.**
- **Determine appropriate action within clearly defined guidelines.**
- **Establish and maintain cooperative and effective working relationships with others.**
- **Communicate effectively both orally and in writing.**
- **Operate standard office and assigned instructional equipment.**
- **Prepare and maintain student records and files.**
- **Analyze situations accurately and adopt an effective course of action.**
- **Work independently with little direction.**
- **Meet schedules and time lines.**

**EDUCATION/EXPERIENCE:**

**Any combination equivalent to: graduation from high school supplemented by college level coursework in early childhood education including 24 units in Early Childhood Education and one year educational experience working with preschool-age children. Bachelor's degree preferred.**

**LICENSES AND OTHER REQUIREMENTS:**

- **Valid State of California Child Development Teacher Permit, Master Teacher Permit, Site Supervisor Permit or Program Director Permit.**
- **Health Screening and fingerprint clearance through Community Care Licensing.**

**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.**

- **Dexterity of hands and fingers to operate standard office and classroom equipment.**
- **Sitting or standing for extended periods of time.**
- **Bending at the waist, kneeling or crouching to assist students.**
- **Reaching overhead, above the shoulders and horizontally.**
- **Seeing to read a variety of materials and monitor students.**
- **Hearing and speaking to exchange information.**
- **Lifting, carrying, pushing or pulling objects up to 50 pounds.**

**WORK ENVIRONMENT:**

**Indoor and outdoor environment. Classroom 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. The noise level in the work environment is usually moderate.**

**Previously Revised: 06/2017**