

State Preschool Teacher

Definition

Under the supervision of the State Preschool Director, the State Preschool Teacher works in a classroom setting and designs and implements an effective Family Literacy/Child Development Program, which adheres to sound educational principles and complies with regulations as outlined by the State Preschool Child Development Program.

Essential Duties

Responsibilities and duties include, but are not limited to the following:

1. Responsible for the operation of the center for compliance with regulations and for communication with the required agencies or personnel.
2. Coordinates, plans, supervises and implements an effective, developmentally appropriate curriculum for children ages 3-5.
3. Coordinates, plans, and implements an effective parent education program.
4. Assesses students and provides appropriate activities.
5. Provides safe, nurturing, positive experiences for children enrolled in the program.
6. Communicates with parents regarding the program and the individual needs of their children.
7. Develops lesson plans for submission to State Preschool Director on a monthly basis.
8. Completes daily attendance and record keeping procedures.
9. Provides guidance to program paraeducators as appropriate.
10. Monitors the individual child in relationship to his culture and socioeconomic background.
11. Maintains open and effective home-school communication.
12. Provides opportunities for parent education and involvement in an educational setting through interaction between parent and child.
13. Participates on a regular basis in professional growth and development opportunities.
14. Attends all Preschool staff meetings and occasionally the school site meetings or staff development.
15. Performs other duties as assigned.

Qualifications

Knowledge of:

1. Early childhood development theory and programs as well as an understanding of the goals and objectives of the KCUSD State Preschool Program.
2. Pre-school and early childhood development programs and practices.
3. Program administration, instructional process, behavior management techniques, and evaluation procedures.

Ability to:

1. Perform all of the duties of the position efficiently and effectively.
2. Develop program elements and activities, which meet the standards set by the state and district.
3. Provide guidance and developmental experiences for both parents and children enrolled in the program.
4. Analyze situations and develop and implement effective responses.
5. Organize, plan, and prioritize duties in order to meet schedules and timelines.
6. Lead other staff in a manner that encourages high morale and efficiency.
 - a. Operate standard office equipment including a computer (word processing and email).
7. Communicate effectively in English and Spanish in order to interact with students, parents and staff.

Education:

Candidate must possess:

A.S. degree with emphasis on Early Childhood Education or Child Development.

Experience:

Minimum of 1 year of early childhood teaching experience preferred.

License or Certificate:

Possess or be eligible for an Early Childhood Education/Child Development Degree/Certificate;
Certified in First Aid and CPR.

Approved 8/2005

CA Driver's License

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds such as boxes of books and teaching material. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information. The employee will frequently interact with the public and other staff.

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.

The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors with some outdoor work.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.