

JOB DESCRIPTION

**Job Title: *Teacher Preschool I (2948)*
Teacher Preschool II (2950)
*Teacher Preschool III (2952)***

Job Summary:

To plan, instruct and supervise children aged 2.9 to kindergarten age in experiences designed to promote social, emotional, motor skills, problem solving skills, intellectual and language growth needed for successful transition into kindergarten. Receive general supervision from the Site Supervisor. Assist with supervision, training and organization of other classroom staff.

Essential Functions:

- Provide and maintain safe, secure and healthful environment for children at all times;
- Demonstrate a caring, loving and patient attitude toward children;
- Be aware of total classroom/playground situation even when working with one (1) child;
- Teach children basic skills and concepts including, but not necessarily limited to, social skills, nutrition, health and safety, large and small muscle development, creative arts and math;
- Demonstrate, in order to for children to learn, daily activities such as habits of caring for own clothing and picking up and putting away toys and books; bathroom routine, eating snack and lunch and taking a nap;
- Instruct children in practices of personal cleanliness and self care; diapers children, promotes toilet learning when developmentally appropriate;
- With staff participation, develop daily activities to meet all curriculum goals;
- Hold regular staff meetings to evaluate classroom activities and routines;
- Document training of other classroom staff;
- Follow the established curriculum and/or daily activities with sufficient ability to be flexible/individualize when required;
- Be proficient in language skills in order to demonstrate how to serve as model for language development;
- Develop, and demonstrate, a positive teacher-child-parent interaction to reinforce the parent figure as model figure for the child;
- Help plan and participate in parent meetings;
- Advocate for parents;
- Make prescribed number of home visits per school year;
- Assist with recruitment in order to ensure full enrollment;
- Organize and neatly maintain confidential files;
- Maintain written observations of children's development and programs;
- Perform related duties as required.
- Administer Medication to children as needed Attend IEP/IHP/IFSP meetings
- Perform daily health inspections to assure all children are in good health who attend the childcare facility.

Knowledge and/or Abilities:

- **Abilities to:**
 - Work without direct supervision;
 - Delegate and entrust tasks to other classroom staff;
 - Build an effective classroom team and lead by example;
 - Accept constructive criticism;
 - Plan and organize;
 - Manage time wisely;
 - Follow directions;
 - Encourage and support parental involvement in the classroom;
 - Learn, understand and be sensitive toward working with families from different cultural backgrounds that may have different child rearing practices;
 - Learn and complete required federal, state, and program paperwork;
 - Solve practical problems;
 - Interpret a variety of instructions provided in written, oral, diagram, or schedule format;

- Operate such classroom equipment as slide and filmstrip projectors, phonographs and tape recorders; CD player;
 - Maintain confidentiality of information;
 - Communicate clearly, concisely and professionally both orally and in writing.
 - Speak, write and read English necessary.
 - Speak, write and read Spanish either necessary or preferred depending upon needs of the program.
- **Knowledge of:**
 - How preschool children develop;
 - Record keeping and maintenance of children's files;
 - Chain of command;
 - Program policies and procedures;
 - Computer software.

Working Conditions and Physical Abilities: Classroom for preschool children; Outside in play area, sand box, nature walks; Traveling to meetings throughout Tulare County; Occasional travel and/or training outside Tulare County; The noise level can be from extremely quiet to high; Sitting on small chairs and standing for extended periods of time; Sitting on floor; Kneeling and crawling; Bending, stooping, crouching; Talking and hearing; Regularly pick up 25 lbs or more – preschool children; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience:

Minimum qualifications:

- Possession of, or ability to apply for, Associate Teacher permit issued by State of California. (12 units ECE/CD including core Child Development classes plus 50 days of 3+ hours per day within 2 years.)
- Associates degree in Child Development.

Additional Requirements:

- Teacher II requires an Associate's degree, plus 30 transferable units post degree, and Teacher (or associate Teacher) Permit.
- Teacher III requires a Bachelor's degree and Teacher (or associate teacher) permit.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.