



PRE-SCHOOL TEACHER

DEPARTMENT: CYD
REPORTS TO: Center Supervisor
CLASSIFICATION: Non-Exempt

OF HOURS:
PAYRATE: D.O.E.

POSITION PROFILE: Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, social, emotional, and physical growth. Also, responsible for organizing and implementing an instructional program that will result in students achieving academic success in a nurturing environment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Manage a group of up to 12 preschool aged (2-5 years old) children daily and up to 4 infant/toddler children when needed.
- Responsible for visual supervision of children at all times.
- Insure appropriate environment and safety of children.
- Adhere to guidelines set forth by Community Care Licensing Title 22.
- Develop age appropriate instructional lesson plans.
- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds and learning styles.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Prepare and provide daily meals and snacks for children.
- Maintain effective and efficient record keeping procedures including sign in/out policies and attendance.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Follow each child's Feeding plan as provided by parents (bottle feeding, solid food etc...).
- Change diapers/toileting as needed and comply with Toileting plan provided by parents.
- Provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, attending trainings, coordinating.
- Performs other duties and responsibilities as assigned by their supervisor.
- Respond appropriately in emergency situations.
- Maintain open communication with parents and staff.
- Attend meetings and agency functions as required.
- Respects families and children's right to privacy.
- Familiar DRDP and ECERS and maintain efficient observations and documentation for each child.
- Familiar with ASQ-3 (ages and stages questionnaires).

- Assist in documenting ongoing observations and assessments for Parent Conferences twice a year and as needed.
- Other tasks as assigned by the Center Supervisor.

QUALIFICATIONS (Education, Experience and Certifications):

- 12 core semester units in early childhood education/development (including 3 units related to infant care) and 6 months experience in a licensed child care center or comparable group child care program. Alternatives 6 completed semester units of early childhood education and enrolled in at least 2 semester units at a college until fully qualified.
- Must be at least age 18 at time of hire.
- Ability to relate well with children and adults.
- Must pass TB, drug and health screening and provide proof of immunizations.
- Obtain Pediatric CPR and First aid certificate within 30 days of employment.
- 16-hour health, safety and nutrition training- Preventative Health.
- Ability to read, write and understand the English language (fluency in another foreign language may be required for designated assignments).

KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain accurate knowledge about the agency, its programs and service.
- Accurately represent the agency to and maintain positive working relationships with the public, clients, funding sources, government bodies, etc.
- Communicate positive and negative feedback from the community through your supervisor to management.
- Utilize appropriate opportunities to pursue positive public relations for the agency.
- Ability to relate well with children and adults.
- Ability to read, write and understand the English language (fluency in another foreign language may be required for designated assignments).
- Ability to take initiative, be self-directed and work independently.

WORKING CONDITIONS:

ENVIRONMENT: Childcare center setting. Job could include minimum to high intensity noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Typically, a childcare center environment with adequate lighting and ventilation and a normal range of temperature and noise level. Moderate dexterity application of basic skills (calculator, keyboard, eye/hand coordination).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.