



Leadership • Collaboration • Support

JOB TITLE: Preschool Teacher (Temporary Assignment)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Preschool Coordinator or designee, the Preschool Teacher provides an educational program for preschool-age children participating in the Pre-Kindergarten Academy Program. This is a temporary position.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of any of the following child development permits: Teacher, Master Teacher, Site Supervisor or Program Director.
- Knowledge of current California Preschool Curriculum Framework and California Preschool Learning Foundations.
- Bilingual/Spanish (Preferred).
- Must pass pre-employment fingerprint clearance.
- Submission of proof of Pertussis and Measles vaccines via immunization record or a signed letter from a licensed physician documenting current immunity to Pertussis and Measles or a signed letter declaring that immunizations are unsafe due to physical condition or medical circumstance, as well as proof of negative infectious tuberculosis.
- Annual documentation of influenza vaccination or a written declaration declining the influenza vaccine.

ESSENTIAL DUTIES

- Utilizes a variety of appropriate teaching techniques and methods.
- Utilizes adopted curriculum materials, equipment, and resources.
- Provides individualized educational supports to develop each children's abilities and talents.
- Establishes appropriate relationships with children, both individually and in groups.

- Helps to develop in the children a positive self-image and understanding of self and of others.
- Provides opportunities for children to accept responsibilities.
- Conferences with support personnel about individual children's needs and makes appropriate referrals when necessary.
- Demonstrates willingness to accept change or suggestions.
- Maintains appropriate rapport and classroom control.
- Communicates daily with families.
- Shares in responsibility for effective operation of the Pre-Kindergarten program.
- Uses own talents to meet situational needs and implement the basic course of study.
- Performs other duties as assigned.
- Plans, organizes, and delivers developmentally appropriate lesson plans.
- Relates effectively with racially and ethnically diverse staff, children, and community members.
- Works collaboratively with peers and supervisor(s).
- Provides for children safety under routine and emergency conditions.
- Utilizes resources effectively.
- Follows directions accurately.

MARGINAL DUTIES

- Performs related duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive supervision from the Preschool Coordinator.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (20%) Walking (10%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (2) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (1) Climbing Ladders (1)