



PRESCHOOL TEACHER

Job Summary

The preschool teacher is under direct daily supervision of the Director under the direction of the Board of Directors.

The permitted preschool teacher will be the lead teacher responsible for teaching and supervising an assigned classroom of children following Title 22 and Title 5 regulations. The teacher will work to maintain a positive learning environment in the classroom, outdoors and on fieldtrips. The teacher will plan and organize developmentally age-appropriate activities that meet the needs of each child on a daily basis through intentional planning and recording of demonstrated behaviors, skills and abilities. The teacher will supervise classroom aides and maintain ratio for the health and safety of all children in the program.

Preschool teachers are required to maintain a current teacher permit to maintain the ability to be a lead teacher in a classroom and be alone with children.

Minimum Qualifications

- A current Associate Teacher, Teacher, or Master Teacher Permit or above as issued by the California Commission on Teacher Credentialing and maintained valid throughout employment or a current Child Development Associate (CDA) Credential showing appropriate age-level endorsement.
- Proof of the ability to work in the United States
- Physician's Statement of good health
- Current TB clearance
- Proof of MMR vaccine
- Proof of Tdap or Dtap vaccine
- Current Influenza Vaccine or Waiver
- FBI and DOJ Fingerprint Clearance
- Current EMSA approved Pediatric First Aid/CPR Card
- Approved Mandated Reporter Training Certificate

Employment Standards

- Demonstrate ability to relate well to both children and adults.
- Maintain confidentiality regarding children, families and staff.
- Demonstrate willingness to continually grow and further knowledge in the field of Early Childhood Education in order to keep current on the most effective practices.
- Understand and implement provisions of the State as outlined in California Code of Regulations Title 5 and Title 22.
- Assume responsibility for assistants and children in her/his care.

Essential Job Duties and Responsibilities

- Arrives punctually and ready to work; clocks in/out at appropriate scheduled work times, and returns on time from rest and meal breaks.
- Takes initiative and assumes responsibility in completing tasks and meeting deadlines for ASQ's, ECERS, DRDP's, CACFP, lesson plans, and parent-teacher conference forms.
- Demonstrates effective use of time management in completing tasks and meeting deadlines when ratio is low and/or other opportunities to complete required paperwork.
- Follows proper channels of authority in disagreements or conflicts. Uses good judgement and maintains self-control when dealing with difficult situations with children, parents or staff.
- Demonstrates flexibility to assist in other areas according to center needs as part of a culture of teamwork.
- Attends required staff meetings and trainings, arriving on time and staying until completion.
- Guides assistant/substitute in areas of child behavior, appropriate classroom management techniques, curriculum activities, health & safety, and ratio. Communicates effectively and respectfully to work together for the best interest of the children.
- Builds trust with each child and promotes social skills with peers.
- Provides care and supervision to children at ALL times to maintain health and safety. No child shall be left without the supervision of a permit teacher at any time except as allowed in Title 22 101216.2 to escort a child to the bathroom and supervise napping children.
- Is responsible for all mealtime activities- models acceptable eating behaviors at meal time by eating the same meal as the children. Follows all CACFP requirements/record keeping, knowledge of all children with special dietary needs or children with an Incidental Medical Services Plan and follows appropriately.
- Provides opportunities for children to develop age appropriate independence and responsibilities by involving them in activities (e.g mealtime, clean-up time, potty training, classroom helpers).
- Establishes age-appropriate expectations, daily routines, effective transitions and procedures for the classroom that benefit the children.
- Listens to children's comments, questions and concerns and responds to them respectfully. Redirects undesirable behaviors using strategies that are positive learning experiences and that maintain respect for the child.
- Develops and implements a learning environment that is safe, engaging, clean, and healthy and promotes positive behavior for all children. Classroom materials are clearly organized, labeled and available to children.
- Prepares weekly lesson plans based on the curriculum that are in accordance with the policies and philosophies of the center. Curriculum is varied addressing areas in science, blocks, music and movement, creative arts, language, literacy, manipulatives, dramatic play, water and sand.
- Greets children and families and ensures proper sign in/out procedures for children at drop-off and pick-up.
- Conducts a daily health check of each child upon arrival and notifies the parent if the child is too ill to attend according to the center's health policy.
- Conducts circle time activities that are well planned, purposeful, and developmentally appropriate. Children's work is individualized and mostly displayed at the child's eye level.
- Assesses children's growth and development through DRDP's and ongoing assessments. Compiling a yearly portfolio for each child including evidence of various techniques used for documenting children's progress and work- written anecdotal notes, pictures, and work samples
- Any other duties assigned by Director or Board of Directors

Physical Demands and Working Conditions

The physical requirements indicated below are examples of the physical aspects that the teacher in this position must be willing to perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sit, stand, look with eyes and turn with neck in all directions. Walk, bend, crouch or stoop. Reach or stretch; twist, squat, kneel, push and pull (regularly). Lift and carry up to 10 pounds (regularly); to 20 pounds (regularly); to 40 pounds (rarely). Speak, hear, smell, see, and feel.

Working Conditions: Indoor classrooms, outdoor play yard and school grounds. Exposure to student and playground noise, seasonal temperatures, dust, smoke, wind and rain. Mild exposure to illnesses.

Reasonable accommodations may be made to enable persons with a disability to perform the essential duties and responsibilities of the position.

Printed Name of Employee

Title

Date of Hire

Staff Signature _____

Date _____

Director Signature _____

Date _____