

PERRIS ELEMENTARY SCHOOL DISTRICT

PRESCHOOL TEACHER

JOB DESCRIPTION

Under the supervision of the Preschool Director, plans and participates in the care, instruction, and supervision of children in a State Preschool Classroom, assists in the day to day operations of the center and performs other job related duties as required.

Class Characteristics:

Employees in this classification work under general supervision with in a framework of established policies and procedures. Employees are responsible for the physical and emotional well being of the children attending the State Preschool Program and, therefore, must utilize proper early childhood education practices and techniques.

Examples of Duties & Responsibilities:

Instructs and supervises preschool children in all early childhood curriculum areas; observes children's behavior, determines individual needs, and attends to the emotional, instructional, nutritional and health needs of the child; instructs and assists children in good health and nutrition habits; observes the physical condition of the children, reporting possible health problems, and taking appropriate action in the case of accident or injury; assists in creating and maintaining a safe and stimulating instructional environment; supervises children in outdoor activities, including authorized field trips and play on recreational equipment; plans and implements an individualized educational program based on each child's needs; prepares and implements daily lesson plans based upon sound early childhood concepts; develops and maintains effective working relationships with support staff, parents, community agency personnel, and volunteers; assists in maintaining records through newsletters, correspondence, meetings, etc., maintains cleanliness and order in the classroom as required by operation standards and activities of the program; participates in on-going professional growth activities such as inservice workshops, conferences, and college classes; participates effectively in all staff meetings.

Minimum Qualifications:

Demonstrated Knowledge:

Thorough knowledge of early childhood education principles and practices; thorough knowledge and understanding of child development including the needs of preschool children; knowledge of approved and effective techniques of child

supervision; knowledge of basic first aid methods; knowledge of licensing regulations; knowledge of State Preschool guidelines.

Demonstrated Skills/Abilities:

Ability to recognize and effectively respond to the various physical, intellectual, and emotional needs of preschool children; ability to effectively supervise preschool children in various activities; ability to serve as an effective role model; ability to meet the physical requirements of lifting and carrying preschool children and equipment; ability to maintain composure under emergency situations and administer first aid for minor injuries and/or accidents; ability to establish and maintain effective working relationships with children, parents, and staff; ability to recognize child abuse and neglect and to report all findings. Bilingual ability highly desirable.

Education:

Coursework from an accredited college relating to early childhood education are required. 12 ECE Semester Units and ability to get or possess a Development Teacher Permit through CCTC. Valid California Driver's License required. Valid California Children's Center Permit.