
PRESCHOOL TEACHER

BASIC FUNCTION:

Under the direction of the Principal, plan, organize and implement approved appropriate curriculum for the development of children enrolled in the District's State-funded Preschool program; provide supervision, care assessment and learning activities to preschool-age children in a classroom environment; develop and implement a variety of lesson plans, instructional materials and activities to develop and enhance mental, physical, academic, social, behavioral, motor, pre-readiness and language skills and development among assigned children.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and implement approved curriculum for the development of children enrolled in the District's State-funded preschool program; develop goals and objectives consistent with student needs.

Provide supervision, care and learning activities to preschool-age children in a classroom environment in accordance with established guidelines, standards and requirements; monitor, assess and adjust learning activities in response to the progress, needs and interests of children.

Oversee student practices and assignments in various subjects; provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual students.

Implement curriculum and lesson plans in accordance with State Preschool guidelines; set up and prepare materials to promote student learning; prepare and set up the classroom for daily lessons classroom activities; develop and use instructional materials appropriate for the student's age and developmental level.

Provide for and assure the safety and well-being of children during learning, playground and other outdoor activities; observe and control child behavior in accordance with established policies and procedures; resolve student discipline issues and refer major discipline problems to appropriate authority.

Administer student assessments and testing according to District requirements; participate in program evaluation.

Maintain a safe, attractive and positive learning environment; maintain the classroom in an orderly and clean condition; establish and maintain an effective environment for learning through functional and attractive displays; maintain and update bulletin boards as needed; develop effective learning centers.

Encourage parent involvement in child learning activities; provide information concerning individual student progress; conduct parent conferences regarding student behavior and progress.

Prepare and maintain various records, reports and files related to children, assessment, observations, progress, lesson plans and assigned activities; take and record student attendance.

Monitor the health of preschool students and administer basic first aid, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary.

Communicate with parents, personnel and outside agencies to exchange information, make referrals, coordinate activities and resolve issues or concerns related to preschool program activities, office activities and assigned duties.

Attend meetings and participate in training workshops, conferences and professional development activities as required; attend Individualized Education Program (IEP) meetings as requested.

Operate a variety of classroom and office equipment such as copier, printer, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Concepts of child growth, development and behavior characteristics of preschool-age children.
Early childhood curriculum areas and appropriate methods for implementation and assessment.
Child guidance principles and practices.
Instructional methods, techniques and strategies related to early childhood education.
Applicable Education laws, codes, rules and regulations.
District policies, regulations and procedures.
State early childhood center licensing rules, requirements and regulations.
Safe practices in classroom activities.
Classroom procedures and appropriate child conduct.
Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
Requirements of maintaining a children's center in a safe, clean and orderly condition.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.
Policies and objectives of assigned program and activities.
Record-keeping and report preparation techniques.
Oral and written communications skills.
Applicable laws, codes, rules and regulations.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a variety of office, classroom and playground equipment.
Health and safety regulations.
Basic first aid procedures.

ABILITY TO:

Plan, organize and implement approved curriculum for the development of children enrolled in the State Preschool program.
Provide supervision, care and learning activities to preschool-age children in a classroom environment.
Develop daily lesson plans in accordance with established policies.
Monitor, assess and adjust learning activities in response to child progress, needs and interests.
Assist individual and small groups of children with classroom projects and assignments.
Maintain a clean, safe, attractive and positive learning environment.
Monitor and control child behavior according to approved policies and procedures.
Observe and evaluate student learning.
Demonstrate patience, respect and understanding of others.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Observe health and safety regulations.
Administer basic first aid.
Operate a variety of office and classroom equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and timelines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent supplemented by 24 units of college-level course work in early childhood education;
Experience working with preschool-age children in an organized setting is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid Child Development Teacher Permit issued by the State Teacher Credentialing Program or Child Development Site Supervisors Permit.
Valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials and observe children.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist children.

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
