



JULY 2009
FLSA: NON-EXEMPT

PRE-SCHOOL TEACHER

DEFINITION

Under general supervision, plans, develops, implements, and supervises the education program and activities for an infant, toddler, or preschool classroom in a learning laboratory setting; oversees laboratory students and staff in class and provides a safe and nurturing environment in order to help children develop their social, cognitive, and educational skills; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Program Director of Child Development. Exercises no direct supervision over staff. Oversees students and staff in the classroom.

CLASS CHARACTERISTICS

This is a journey-level class responsible for developing and implementing developmentally appropriate learning and socialization experiences for infants, toddlers, and/or preschool-aged children. Responsibilities include preparing classroom lessons and activities, maintaining student records, providing encouragement, and nurturing and motivating students. This class is distinguished from the Program Director of Child Development in that the latter is responsible for the overall Child Development Center program administration.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and implements lesson plans, curricula, and activities that are developmentally appropriate for assigned day care children.
- Supervises and instructs adult practicum students in classroom activities and proper procedures used when working with children; models appropriate teaching methods and techniques and positive adult/child interactions; guides, coaches, and instructs adult students, as appropriate.
- Prepares and maintains information for various records and reports, including accident reports, behavior observation reports, attendance records, evaluation records, and meal/snack counts; assists with parent and teacher conferences and biannual student assessments.
- Prepares and updates monthly bulletin board.
- Provides supervision and assistance to day care children during outdoor activities, monitors students for inappropriate behavior, and assists with accidents and injuries.
- Provides health inspection and infant and toddler hygiene assistance, including diapering, toilet training, and hand washing activities.
- Serves, cleans up, and assists day care children during breakfast, lunch, and snack times.
- Sets up and takes down chairs and mats for daily lessons and activities.

- Maintains classroom animals, including providing food and water and cleaning of cages as necessary.
- Provides a clean working environment for day care students, including picking up paper and debris and maintaining classroom in clean and orderly condition for varying classroom activities throughout the day.
- Provides a safe and trusting learning environment for day care students.
- Assists supervisor with special projects as necessary.
- May perform Cardiopulmonary Resuscitation (CPR) as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of instruction, care and supervision of infants, toddlers and/or preschool-aged children.
- Child development and behavior patterns of infants, toddlers and/or preschool-aged children.
- Basic principles and practices of record-keeping.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to child development and health and safety regulations.
- Safe work methods and safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Plan, develop, implement, monitor, supervise, and oversee the daily activities and operations of a classroom.
- Develop and implement developmentally appropriate curricula, lesson plans, and instructional strategies to meet the needs of toddlers and preschool-aged children.
- Create and maintain a safe learning environment.
- Instruct and encourage learning in infants, toddlers, and preschool-aged children.
- Observe and document child development, behavior, and health.
- Maintain clear and accurate records.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's Degree from an accredited college or university with major coursework in Early Childhood Education, Child Development, or related field and two (2) years of training and experience in child development and supervision of infants, toddlers, and/or preschool-aged children. Child Development Instructor training is required.

Licenses and Certifications:

- Possession of, or ability to obtain, a Child Care Permit issued by the State of California.
- Possession of, or ability to obtain, a Cardiopulmonary Resuscitation (CPR) certification.
- Possession of, or ability to obtain, a Mentor certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and day care facility setting and use standard office and educational and child care equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for activities, events, and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally may need to lift children of a greater weight.

ENVIRONMENTAL ELEMENTS

Employees work in a day care/classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents are exposed to body fluids and may be required to render First Aid and CPR. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.