
Signature

CHILD DEVELOPMENT PROGRAMS
PRESCHOOL INSTRUCTOR

DEFINITION

Under general supervision of the Site Supervisor, the preschool instructor develops and maintains a collaborative learning environment where all staff work together to promote each child's cognitive, social, and emotional development through the implementation of the preschool learning foundations and developmentally appropriate research-based curriculum.

EXAMPLES OF DUTIES

- Assists the Site Supervisor with all aspects of the preschool program including enrollment, attendance, and preparation of materials and lessons
- Prepares written weekly lesson plans to implement a developmentally appropriate curriculum that is rooted in current best practice research and is aligned with the California current state frameworks
- Conducts a minimum of two parent-teacher conferences per year
- Assess students as directed and develops and maintain student portfolios
- Prepares the classroom environment based on the District/Program best practice guidelines
- Supervises children at all times
- Assumes responsibility for the safety of children and implements positive discipline methods that are respectful of the child
- Uses a variety of techniques and strategies to enhance and develop the social, emotional, physical, and cognitive development of children
- Utilizes management strategies that provide a warm, caring, and stimulating environment for children
- Models professional conduct with children, parents, colleagues, administrators, and the community
- Maintains confidentiality at all times
- Assists in maintaining a clean working environment
- Participates in the planning and implementation of parent education or parent involved activities
- Communicates concerns and issues regarding individual students with Site Supervisor
- Contacts parents when advised
- Coordinates aides, parents, and volunteer involvement with classroom activities
- Accepts field trip responsibility when assigned
- Performs First-Aid and CPR as needed
- Performs other duties as assigned

QUALIFICATIONS GUIDE

Knowledge of:

- Child growth and development, instructional, and behavioral needs of children

Ability to:

- Establish and maintain cooperative working relationships
- Maintain accurate records relating to student assessment and/or evidence collection
- Adapt to wide variety of individual student needs
- Manage and organize a classroom following District guidelines and protocol
- Plan developmentally appropriate curriculum
- Pass Instructional Assistant Proficiency Exam

Training and Experience:

Must have:

- Current Child Development Teacher Permit issued by the California Commission on Teacher Credentialing and at least 6 months' work experience an Early Childhood Program or comparable group childcare program

AND

- Current Pediatric CPR Certificate and Pediatric First Aid Certificate (Pediatric, Adult and Universal First Aid)

Physical

Good physical condition; able to pass District required physical.

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time

- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to push and pull objects weighing up to 100 pounds
- Able to sustain strenuous manual labor for 3.75 hrs.
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner
- Vision which allows accurate observation from a distance
- Able to perform non-violent crisis intervention procedures

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.