

PRESCHOOL TEACHER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the building Principal, teaches preschool children learning skills and other subject matter commensurate with the emotional, physical, and intellectual development of preschool pupils.

ESSENTIAL FUNCTIONS:

- Develops lesson plans and instructional materials for whole, individual, and small group instruction
- Provides appropriate physical and psychological environment to establish and reinforce acceptable pupil behavior, attitude, social skills, and self image
- Participates in inservice education and selected professional growth classes
- Performs basic attendance accounting
- Supervises pupils in out-of-classroom activities during the assigned working day
- Performs other relevant duties as required

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Must possess a regular General Elementary Services Credential or Children's Center Permit

KNOWLEDGE OF:

- Early childhood education theory and practice
- Teaching techniques
- Functions and procedures specific to the classroom environment
- Needs and requirements of students
- Basic first aid practices, procedures and techniques

SKILL TO:

- Read, write and type at a sufficient level to successfully perform the required duties
- Follow written and oral instructions
- Organize a task and carry to completion with efficient use of time
- Possess effective communication skills
- Understand and work effectively with pre-kindergarten children and adults
- Maintain a harmonious working relationship with others

PHYSICAL FUNCTIONS:

Ability to:

- Hear and understand speech at normal levels
- See and read notes, memos and printed material
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Reach in all directions

- Speak clearly and effectively
- Sit and stand for extended periods of time
- Sit on the floor

EXPERIENCE:

Student teaching or other comparable experience working with children

WORK YEAR:

One hundred eighty five (185) days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Board adopted: 9/14/99
Update: July 12, 2011*