

## MENDOTA UNIFIED SCHOOL DISTRICT

**Position:** Pre School Teacher  
**Department:** School Site  
**Reports To:** School Principal or Site Supervisor

**FLSA:** Non-Exempt  
Classified

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*This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.*

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### GENERAL DESCRIPTION

Under the direction of the Site Administrator/Program Supervisor, to plan and provide basic instruction and activities for the instructional and custodial needs of children. Prepares and maintains a variety of records and written and oral reports. Maintains health and safety standards; and does related work as required by the Preschool program

### ESSENTIAL DUTIES

- Provide learning experiences in subject matter suited to the needs of pupils
- Develop and use appropriate instructional materials
- Provide individual and small group instruction designed to meet individual needs
- Provide appropriate physical and psychological environment
- Evaluate progress of pupils, keep appropriate records and compile student data and create data reports
- Plan with parents and staff to meet the health, nutrition, and safety needs of the child and the child's family
- Select and requisition books, instructional aids, instructional supplies, and food, following established District and department procedures
- Work cooperatively with Preschool Coordinator/Site Principal, school site personnel, and the community to recruit eligible students
- Plan and coordinate the work of aides, assistants, parents, and volunteers in the classroom and on study trips
- Develop activities and services for parents which promote parent participation, cooperation, and education, including home visits, parent conferences, parent meetings, and participation in appropriate school site and district committees.
- Communicate regularly with parents by means of parent meetings, home visits, and individual parent conferences; interpret school program to parents
- Maintain professional competence through participation in site/District in-service education activities and curriculum development, and self-selected professional growth activities
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS:

Credential: California credential/permit authorizing instruction at preschool level

Education: Sufficient to meet credential requirements

Course work in Child Development, Early Childhood Care and Education, Family Relations or related fields

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Current trends and research in Early Childhood Education
- Teaching methods and basic curriculum for preschool children
- Basic state and federal guidelines of the preschool program;
- Proper English, grammar, vocabulary and arithmetic;
- Basic methods, techniques, and requirements for the care and supervision of preschool children
- Safety practices

**ABILITY TO:**

- Ability to work with community organizations and services available to preschool students and parents
- Ability to communicate effectively with persons of limited English speaking ability
- Understanding of and ability to relate to the needs of pupils and parents of different ethnic, educational, and socioeconomic backgrounds
- Communicate and work with preschool students and adults;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships with others;
- Work without supervision;
- Prepare and maintain accurate records and reports.
- Supervise the activities of students, both indoors and outdoors.
- Concentrate on current task in spite of distractions in an active, busy environment.
- Demonstrate manual dexterity necessary to classroom instruction and activities.
- Work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.
- Assist preschool-aged students with meal activities, hygiene, first aid, and toileting as required. Lift preschool-aged children.
- Deal with hostile, emotional, ill or angry persons in an effective manner.
- Work on more than one task at a time.

**WORKING CONDITIONS****ENVIRONMENT:**

- Employee in this position will be required to work indoors and on playgrounds. Employee comes into direct contact with students, staff and public.

**PHYSICAL DEMANDS:**

- Stand/Walk for extended periods of time
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aides
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that other may understand at normal levels and on the telephone
- Enter data into computer terminal, uses standard office equipment and operate a telephone.
- Stand, walk, bend over, stoop, grasp, reach overhead, push pull and move, lift and/or carry 0-40 pounds to waist height.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.