

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

TEACHER – Extended Day Program (EDP)
TEACHER – Manhattan Beach Preschool

DEFINITION

Under direction of the *Extended Day Program and/or Preschool Supervisor* the *EDP* Teacher is responsible for supervising and instructing a group of children, assistants and paraprofessionals in the *Extended Day Program and/or Preschool*.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed be necessarily assigned to all positions in the class.

- Takes full responsibility for a group of children in an inclusive educational environment. Plans activities that utilize the approved instructional program to stimulate the intellectual, emotional, and physical development of each child in the group. E
- Establishes and maintains an environment that promotes discovery, divergent thinking and continual growth of desirable social and health habits of young children. E
- Coordinates and collaborates with other teachers, educational specialists and staff in planning curriculum for the Extended Day Program and/or Preschool to meet assessed individual needs in cognitive, social, emotional and physical areas of development. E
- Prepares weekly lesson plans and keeps appropriate assessment and conference records for all children enrolled. E
- Provides a coordinated program integrating all required components, including basic care, biannual conferences for preschoolers, daily communications, education, social service, nutrition, parent education, and implementing IEP goals. E
- Participates in staff development, parent education and school functions. E
- Offers annual conferences for school-age children, and may be asked to attend IEP or SST meetings for individual students. E
- Supervises and participates with children at mealtime, at play, directing play activities and developing play materials as required. E
- Assumes responsibility for safety of children and may administer minor first aid. E

- Adheres to the policies of the Board of Trustees, the laws and regulations of the California Administration and Education Codes and other applicable laws and regulations. E
- Participates cooperatively with the administrator to implement the procedures by which he/she will be evaluated in conformance with the district's uniform guideline for evaluation and assessment. E
- Assists the Extended Day Program/ Preschool Site Supervisor in carrying out other duties and responsibilities as directed. E

***Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS:

Knowledge of:

Developmental stages, general needs and behavior of preschool and school age children

Possession of:

Valid Early Childhood Education Permit or appropriate teaching credential

Ability to:

- Communicate well, both orally and in writing
- Plan, organize, and implement a challenging developmentally appropriate instructional program.
- Understand and attend to the physical, social, and emotional needs of young children.
- Supervise and participate in the play and physical activities of children.
- Utilize effectively a wide variety of instructional aids.
- Establish and maintain cooperative and effective working relationships.

TRAINING:

Required:

- Any permit or credential authorizing service in instruction in a Child Development Center.
- Valid Standard First Aid and Adult, Infant, and Child CPR Training

Preferred: Training beyond requirements for permit in Early Childhood Education.

EXPERIENCE:

Preferred:

- Experience teaching in an Extended Day Program or preschool setting.
- Experience working with children in group, social or recreational activities or in character building organizations.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of conditions and tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected) Read normal print</p>	<p>To perform tasks such as to: Read curriculum and assess student work</p>
<p>Hearing: (which may be corrected) Hear sounds which warn of potential danger Hear speech in classroom setting</p>	<p>To perform tasks such as to: Supervise students and respond to emergencies Respond to student questions</p>
<p>Speech: Speak with a level of proficiency and volume to be understood in face-to-face public contact Speak with a level of proficiency and volume to be understood in a classroom Speak for prolonged periods</p>	<p>To perform tasks such as to: Communicate with teachers and students Instruct groups of students Instruct and supervise students</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extends arms to reach outward and upward, use hands and arms to lift objects Turn, raise, and lower head, twist and bend at torso</p>	<p>To perform tasks such as to: Operate AV equipment, instruct students, and provide physical assistance to students, and write with chalk, pencil, and pen Supervise students and respond to emergencies</p>
<p>Lower Body Mobility: Walk on uneven terrain Walk on even surfaces</p>	<p>To perform tasks such as to: Supervise students on playground Supervise students in the classroom setting</p>

<p>Climb stairs</p> <p>Bend at waist</p> <p>Lower Body Mobility (continued):</p> <p>Stoop</p> <p>Sit or stand for prolonged periods of 50 minutes</p>	<p>Follow disaster plan</p> <p>Operate office/AV equipment</p> <p>To perform tasks such as to (continued):</p> <p>Assist students in classroom</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 25 pounds on an occasional basis</p>	<p>To perform tasks such as to:</p> <p>Transport and operate AV equipment and assist children</p> <p>Assist students in classroom</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside and outside</p>	<p>To perform tasks such as to:</p> <p>Instruct and supervise students</p> <p>Supervise students indoors and outdoors</p> <p>Instruct groups of students in absence of teacher</p> <p>Coordinate activities with teachers and staff</p> <p>Perform assigned duties</p>
<p>Mental Requirements:</p> <p>Read, write, understand, interpret, and apply moderately complex information</p> <p>Coordinating</p> <p>Process information quickly and make quick decisions</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Demonstrate</p> <p>Give verbal instruction</p>	<p>To perform tasks such as to:</p> <p>Read and understand curriculum Math skills at an 8th grade level in order to assist students with homework (some positions)</p> <p>Document information and maintain student records</p> <p>Set up projects; respond to difficult or emergency situations</p> <p>Work safely and effectively with students</p> <p>Instruct and supervise students</p> <p>Communicate with parents</p> <p>Understand student questions</p> <p>Reinforce teacher lessons</p> <p>Instruct and supervise students</p>

Other Conditions of Continued Employment:

- Speak at a conversational level and demonstrate fluency and literacy in English
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Approved by Personnel Commission: 1.13.03

Adopted by Board of Trustees: 2.5.03

Revised 10.19.05 by R. Acosta