



**CLASS TITLE: PRESCHOOL TEACHER  
UNIT 1**

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**BASIC FUNCTION:**

Under the direction of the Director of Preschool and Child Care Services, provide supervision, care and learning activities to preschool-age children in a classroom environment; develop and implement a variety of lesson plans, instructional materials and activities to develop and enhance mental, physical, academic, social, behavioral, motor, pre-readiness and language skills and development among assigned children.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Provide supervision, care and learning activities to preschool-age children in a classroom environment in accordance with established guidelines, standards and requirements; monitor, assess and adjust learning activities in response to the progress, needs and interests of children.

Develop and implement a variety of learning activities and lesson plans in accordance with program goals and objectives; provide instruction, motivation and guidance to develop and enhance social, behavioral, physical, emotional, academic, motor, pre-readiness and language skills and development.

Prepare, develop, utilize, implement and present instructional materials according to children needs, progress and established educational standards; implement curriculum in accordance with established standards; prepare and set up the classroom for daily lessons and child care activities.

Oversee student practices and assignments in various subjects; assist individual and small groups of children with classroom projects and assignments; lead, monitor and interact with students in recreational, physical education, playground and other outdoor activities.

Provide for and assure the safety and well-being of children during learning, outdoor and child care activities; observe and control child behavior in accordance with established policies and procedures; resolve student discipline issues and refer major discipline problems to appropriate authority.

Develop, implement and conduct children learning activities in various subjects such as art, music, math, language arts and physical education; oversee and interact with children during games, play, circle time, and recreational and group activities; oversee children during naptime activities.

Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Evaluate the academic, physical, social and emotional growth and development of children; conduct related screenings and assessments.

Read books to students and lead group activities related to language arts as assigned; explain, demonstrate and assist children with letter and word pronunciation and recognition.



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Distribute and collect classroom materials and children assignments; review student work and completed assignments.

Oversee and participate in the preparation and distribution of food items to children as assigned; encourage healthy eating habits among and etiquette among children.

Communicate with District personnel, families, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of classroom and office equipment such as copiers, laminators, paper cutters, computers and assigned software.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean tables, pick up trash and sweep floors as needed.

Establish and maintain an effective environment for learning through functional and attractive displays; maintain and update bulletin boards as required.

Prepare and maintain various records, reports and files related to children, assessment, progress, lesson plans and assigned activities; take and record attendance.

Provide learning activities and appropriate curriculum to children with a wide range of special needs as assigned by the position; collaborate with Special Education teachers; assist in developing and provide input for IEP's; attend IEP meetings; toilet children and change diapers as needed.

Greet, assist and confer with children, parents, guardians and others during child pick-ups and drop offs; encourage parent involvement in child learning activities.

Provide routine first aid to injured students according to established procedures as needed.

Attend and participate in various meetings, training and conferences as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of early child development.

Child guidance principles and practices.

Classroom procedures and appropriate child conduct.

Instructional methods, techniques and strategies related to early childhood education.

Safe practices in classroom and playground activities.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.

Operation of standard office and classroom equipment including a computer and assigned software.



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Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Basic first aid and CPR procedures.

**ABILITY TO:**

Provide supervision, care and learning activities to preschool-age children in a classroom environment.  
Develop and implement a variety of lesson plans, instructional materials and activities to meet the needs and interests of children.  
Provide instruction, motivation and guidance to develop and enhance child social, behavioral, physical, pre-readiness, language, cognitive, emotional and academic skills, growth and development.  
Oversee student practices and assignments in various subjects.  
Monitor, assess and adjust learning activities in response to child progress, needs and interests.  
Monitor and control child behavior according to approved policies and procedures.  
Observe health and safety regulations.  
Assist individual and small groups of children with classroom projects and assignments.  
Operate standard office and classroom equipment including a computer and assigned software.  
Work independently with little direction.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by 24 units of college-level course work in early childhood education and one year experience working with preschool-age children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Child Development Teacher Permit issued by the State Teacher Credentialing Program.  
Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and outdoor environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist children.  
Seeing to read a variety of materials and monitor children activities.  
Hearing and speaking to exchange information.  
Reaching overhead, above the shoulders and horizontally.