YUBA COUNTY OFFICE OF EDUCATION
Certificated Job Description

PRESCHOOL TEACHER

DEFINITION

Under the direction and guidance of the Assistant Superintendent –Education Services and guidance of the Lead Teacher, function as a member of the teaching team to promote active learning in the preschool classroom by planning and implementing developmentally appropriate experiences and by creating an environment in which three through five year old children can experiment, make choices, solve problems and share their experiences with others; work to maintain a clean, safe and orderly physical environment.

DUTIES AND RESPONSIBILITIES

Work with an assigned group of children; assess the individual needs, strengths and interests regularly. Plan and provide activities and experiences designed for all areas of a child’s development. Prepare and provide materials that are concrete, real and relevant to the children and their interests; provide an environment for children to learn through exploration and interaction with adults, other children and materials. Respond quickly and directly to children’s needs, desires and verbal and non-verbal messages adapting the response to differing styles and abilities. Facilitate the development of self-esteem. Conduct on-going assessment of each child’s growth and development. Take care of all aspects of children’s personal needs. Promote parent involvement in the child’s education and well being. Maintain program and student records including daily sign-in and sign-out rosters; maintain effective working relationships with staff and parents; prepare daily lunch and snacks for children. Attend staff meetings, parent meetings, staff development and in-service training programs as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Bachelor’s degree or higher with 12 units of early child education plus 3 units supervised field experience or a teaching credential with 12 units of early child education or an AA degree with 24 units early child education units plus 16 general education units. Two years experience in an instructional capacity in a child care and development program.

Knowledge
Knowledge of child growth and development; current trends in educational methods and procedures; appropriate safety precautions and procedures; effective early childhood education service delivery models. Local, state and federal policy regulations concerning preschool and the provision of early childhood education. Community services offered to preschool age children.
Skills and Ability
Work independently and make decisions within the framework of established guidelines; interact with children and adults from different cultural and socioeconomic backgrounds and those with disabilities and special needs. Schedule tasks and manage time effectively; prepare and maintain records and files. Communicate effectively both orally and in writing. Ability to work as a team, have a positive attitude and good communication skills. Ability to demonstrate character based performance.

Physical Ability
Requires sufficient hand/eye coordination and manual dexterity; sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift moderately heavy objects (less than 30 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 40 lbs.) on an intermittent basis. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates
Valid regular Children’s Center Permit or Child Development Teacher Permit. California Driver’s License and current CPR and First Aid certificates.

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03/06/06