

ALPINE COUNTY OFFICE OF EDUCATION

EARLY CHILDHOOD EDUCATION PRESCHOOL TEACHER

REPORTS TO: EARLY CHILDHOOD EDUCATION SITE SUPERVISOR/TEACHER

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the direction of the Early Childhood Education Site Supervisor/Teacher, the Teacher works to operate and maintain a preschool program to the standards set by the Child Development Division of the California Department of Education, Community Care Licensing-Title 33 and Alpine County Office of Education's terms. Teacher is responsible to maintain an environment that is age appropriate as well as culturally and linguistically correct for the families and children of the center. Responsible for the direct supervision of all children enrolled in the preschool program as well as shared supervision of staff members including parent volunteers. Facilitates and maintains program organization through appropriate record keeping and reporting requirements.

QUALIFICATIONS:

Required:

1. Must have or be eligible for, and maintain eligibility for a "Teacher" permit in accordance with criteria established by the California State Department of Education.

There are three paths to reach a Teacher Permit:

- 1.1 24 units ECE/CD including core courses**
Plus 16 General Education (GE) units*
With 175 days of experience with 3+ hours per day within 4 years
- 1.2 AA or higher in ECE or related field with 3 semester units supervised field experience in ECE setting
- 1.3 CCTC approved training

** Core courses – Child/human growth & development; child/family/community or child and family relations; and programs/curriculum.

* One course in each of four general education categories, which meet graduation requirements: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

2. Good work history, demonstrating reliability and responsibility.
3. A valid Motor Vehicle Operator's License with a good driver's record and with experience on snowy and icy roads.
4. Must possess or be willing to obtain a current pediatric first aid and pediatric CPR certificate.
5. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates counts toward this requirement.

Desired:

1. One year experience with Early Childhood Education

KNOWLEDGE OF:

1. Child Abuse Reporting Requirements.
2. Title 22 and all licensing requirements of a state preschool program.
3. The ages and stages of normal child development, and is able to recognize children's special needs.
4. Different teaching styles that are needed to meet the children's emotional and intellectual needs.
5. Appropriate curriculum and activity plans for the preschool that support early literacy and desired results.
6. Appropriate food handling procedures.
7. Universal health precautions.
8. The concerns of parents of exceptional children and of appropriate strategies and resources to address their concerns.
9. The cleaning practices and requirements as it relates to a preschool setting.

ABILITY TO:

1. Provide quality pre-school to children involved in an Early Childhood Education Program.
2. Provide proper role modeling and positive parenting skills to parents.
3. Provide patient and sensitive care to children.
4. Learn, apply and explain rules, regulations and procedures of Early Childhood Education Program.
5. Establish and maintain patient, gentle, supportive and cooperative working relationships with pre-school children, community resource contacts, and other staff members.
6. Lift pre-school children if needed for changing, feeding and general childcare.
7. Recognize early signs of illness and the need for professional assistance.
8. Play on the floor with children.
9. Understand and relate to children with special needs.
10. Read, interpret, apply and explain rules, regulations, policies and procedures.
11. Perform simple and repetitive tasks.
12. Assist in evaluating program effectiveness.
13. Work collaboratively with faculty, staff, parents, and children.
14. Maintain a healthy and safe environment.
15. Work independently.
16. Plan and organize workflow to meet schedules and time lines.
17. Communicate effectively both orally and in writing.
18. Maintain records and prepare reports, if needed.
19. Work confidently with discretion.
20. Develop and maintain respectful, affectionate, positive relationships with teen parents and children.
21. Work with parents and children from diverse populations, including but not limited to, ethnicity, ability and social class.
22. Pursue ongoing professional growth in the child development field.

ESSENTIAL DUTIES/TASKS:

1. Follows Alpine County Office of Education's procedures and policies.
2. Supports indoor and outdoor environments, activities and routines which:
 - Are safe and secure
 - Prevent accidents and illness
 - Encourage play and exploration
 - Promote problem solving and learning
 - Are developmentally appropriate
 - Promote growth in all developmental areas
 - Reflect children's learning styles
 - Meet the needs of all children
3. Ensures that respect for the backgrounds and needs of all children, families and staff are included in program planning and implementation.
4. Implements emergency procedures as well as universal health precautions.
5. Ensures that all program policies and procedures follow a professional code of ethics (e.g. National Association for Education of Young Children)
6. Communicates positively and actively develops reciprocal relationships with staff, volunteers, parents, and children.
7. Sensitively observes the child and records for purposes of understanding the child's needs, assessing learning and appreciating developmental competencies, including children with disabilities and special abilities.
8. Participates in on-site and off-site learning opportunities in accordance with a professional development plan that reflects regulatory issues, personnel and professional needs and interests, diversity and inclusion issues.
9. Perform daily cleaning and disinfecting duties as described in "Preschool Cleaning Check List."

NON-ESSENTIAL DUTIES/TASKS:

1. Attends staff meetings as well as participation in on-site and off-site learning opportunities in accordance with professional needs and interests.
2. All other duties as assigned

ENVIRONMENT/WORK CONDITIONS:

Location: Varies depending on weather. Up to 50% outdoors subject to typical weather conditions and 50% indoors, climate controlled.

Hazards: Unexpected movements of students at play, slippery surfaces, uneven terrain, disruptive student behaviors, and some cleaning chemicals.

Equipment Used: Various types of recreation equipment, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies.

Safety Equipment: Gloves and other equipment as needed.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- Standing/Walking: Constantly: throughout work shift on concrete, carpet, kitchen & bathroom floors, grass, uneven surfaces, etc.
- Sitting: Occasionally; while performing classroom duties.
- Lift/Carry: Occasionally, 1-10 pounds; recreation equipment. Seldom up to 35-45 pounds while assisting injured students, equipment, supplies, or trash.

- Bending/Twisting: Occasionally; at waist/knees/neck while participating in physical education activities, demonstrating activities, and assisting students.
- Push/Pull: Occasionally, using one or both hands exerting a force up to 10-80 pounds while controlling disruptive student behaviors. Daily using both hands and arms while mopping/dust mopping, moving furniture and materials exerting a force of 15 to 30 pounds.
- Climbing: Occasionally; steps and stairs at school sites and climbing on playground equipment to assist students.
- Kneeling/Crouching/Crawling: Occasionally; while assisting students. Occasionally may be required while cleaning lower areas, retrieving supplies from lower shelves.
- Hands/Arms: Frequent use of both in reaching/handling/grasping/fingering/gripping while participating in recreational activities, and while wiping and cleaning surfaces. Overhead reaching may be required.
- Sight/Hearing/Speech: Constantly; required while supervising and observing students at play. Requires visual acuity, near/mid/far range and peripheral vision.
- Other Physical Demands: Occasionally; may be required to move quickly to assist student to maintain safe play environment. Must be able to take off from a standing position to a sprint as needed, able to change directions quickly.

MENTAL

- Must be able to work independently and follow through on all tasks assigned.
- Must possess good communication skills; working with all types of students.
- Able to communicate to develop team work.
- Must have interpersonal skills to handle behavior problems, resolve disputes and motivate students.
- Must be able to monitor multiple activities on crowded playground.
- Must constantly be alert and able to move quickly and provide vigilance for safety of students.
- Must be able to remain calm in dealing with injury or other safety related situations.
- Must be able to motivate and discipline students as required.

Personnel/Forms/Job Des/Early Childhood Education Site Supervisor/Teacher

Approved: 07/15/13

Revised: 02/03/14