

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: EARLY CHILDHOOD PRESCHOOL TEACHER

BASIC FUNCTION:

Under the general direction of the Director of Early Childhood Development Center, Coordinator/Assistant Director of Early Childhood and Early Childhood Site Team Leader, cares for, supervises, plans for and instructs children enrolled in the employee child care program; serves as a lead to Early Childhood Instructional Assistants in the preschool program by training and assisting staff as needed; serves as a resource to the Director of Early Childhood Development Center, Coordinator/Assistant Director of Early Childhood and Early Childhood Site Team Leader by supporting his/her assigned duties in accordance with school district policies and in compliance with state and federal regulations and those outlined by the licensing agency.

REPRESENTATIVE DUTIES:

- Participate with the Director of Early Childhood Development Center, Coordinator/Assistant Director of Early Childhood and Early Childhood Site Team Leader in the development, implementation, evaluation and maintenance of a quality infant, toddler and/or preschool program; evaluate program goals, objectives and curriculum.
- Train and provide work direction to Early Childhood Instructional Assistants; model standards of behavior and use a positive approach while working with children, staff and parents; provide input to the Coordinator/Assistant Director of Early Childhood and Early Childhood Site Team Leader regarding the work performance of instructional assistants.
- Plan, organize, and implement the daily program for the children ensuring it is at the appropriate age and developmental level of each child; evaluate and communicate children's progress.
- Ensure a warm, caring, and stimulating environment for children to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.
- Assess and provide for the children's physical needs including holding, rocking, cleaning, diaper changing, toileting assistance, clothing, feeding, and nap and rest supervision; assist children with the development of self-help skills.
- Assess and provide for the children's developmental needs including, plan, prepare and implement learning materials; utilize a variety of instructional techniques and strategies to enhance and develop the social, emotional, physical, and cognitive development of the children; assist children with learning activities and encourage their participation in such activities.
- Involve parents and families in student activities; provide information and referral services as needed; plan and conduct parent meetings as assigned; explain policies, procedures, rules and regulations as needed.
- Organize and supervise children in playground activities in a safe manner; take children on walks.
- Maintain records and logs regarding children's schedule of activities, nutrition and health needs; communicate with parents regarding daily activities and/or concerns.

- Charge and discharge children; sign in and check out children to parents and guardians; check and verify proper identification according to established procedures; note special instructions provided by parents or guardians.
- Maintain classroom in a sanitary, neat and orderly manner including, sanitizing diaper changing area; cleaning and disinfecting play areas; cleaning serving and eating areas after meals; washing dishes, towels and other laundry; organizing play areas; arranges classroom displays and bulletin boards.
- Implement behavior management strategies to monitor and support children's behavior; utilize an articulated behavior plan, document and report behavior concerns to appropriate personnel as required.
- Evaluate health of children; administer medication as directed; perform First Aid as necessary; contact parents as necessary; follow district health policy.
- Perform routine clerical duties such as filing and duplicating instructional materials.
- Monitor inventory of supplies and materials; report needs to appropriate personnel.
- Participate in meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic needs and characteristics of infants, toddlers and preschool children.
- Assist in the planning, organization and direction of a Child Care Center.
- Oral and written communication skills.
- Principles and practices of managing a child care program.
- Applicable laws, codes, regulations, policies and procedures.
- Computer software applications for communication, research and data reporting.
- Principles and methods of child development.
- Proper evaluation methods.
- CPR and First Aid.

ABILITY TO:

- Work independently with little direction.
- Train and provide work direction and guidance to others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Assist children with instructional and playground activities.
- Learn constructive play and instructional activities appropriate for infants, toddlers and preschool-aged children.
- Learn child guidance principles and practices.
- Create a warm and caring environment.
- Plan, develop, and implement age appropriate curriculum to meet all developmental needs as assigned.
- Work effectively with individuals and groups of preschool-aged children.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.

- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Maintain classroom in a clean, sanitary, orderly and safe condition.
- Assist children with personal needs.
- Maintain records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of related experience working with children in an early childhood environment. Employees in this job class must have completed 12 units in Early Childhood Education.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and First Aid.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom and outdoor environment.
- Noisy at times.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Bending at the waist, kneeling, crouching, and crawling to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Seeing to monitor student activities and behavior.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.
- Lifting children and heavy objects.

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 17.