



## Job Description

**Title:** Preschool Teacher  
**Department:** Children's Services

**Starting Wage:** \$13.25/hour

### **JOB SUMMARY:**

Under general supervision by the Children's Services Director & Assistant Director, performs teaching and related activities by planning and implementing various developmentally appropriate activities for assigned classroom. This position is a part time/non-permanent position, with an hourly work-week averaging 15-29 hours.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Creates, develops, and implements developmentally appropriate curriculum as a team with other teachers in CDC.
- Posts a detailed weekly curriculum calendar on parent board. Arranges for it to be completed by team teacher, if absent from work.
- Develops and organizes monthly lesson plans that detail all upcoming projects and activities relative to the age group in classroom teaching.
- Observes and evaluates children's academic, social and emotional development, along with team teachers and directors.
- Collects samples of children's work, photos of children during activities and anecdotal records for the portfolio.
- Organizes and cleans classrooms. Maintains classroom organization daily and any deep cleaning that is needed immediately.
- Sets up classroom sleep mats with individual children's bedding. Ensure bedding goes home each Friday to be washed by children's parents. Keeps bedding in an organized location, labeled with children's names.
- Changes diapers (if in toddler or 2's classrooms), soiled clothing and soiled bedding when necessary.
- Helps children learn personal hygiene skills including bathroom, washing of hands, wiping of noses, etc.
- Maintains classroom roll list, ensuring parents sign in and out with a full signature at drop off and pick up. Keeps clipboard on hand at all times throughout day. Submits the roll sheet at end of day to front office for record keeping.
- Maintains an up to date classroom binder containing all emergency contact information and a list of persons authorized to take child from facility, for each child enrolled in program.

Preschool Teacher *Approved October 2013*

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- Demands identification of any unfamiliar individual. Refers to authorized persons list and ensures individual is on list before allowing child to leave.
- Ensures incident reports are filled out and signed by teacher, director/assistant director and parent. Copies are made for parent and child's file.
- Other Duties as assigned.

#### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of developmentally appropriate methods, practices, equipment and materials used for school age children.
- Meets state licensing regulations concerning minimum age and health status.
- Maintains a clear driving record with DMV.
- Knowledge of pertinent District policies and procedures, employee handbook (including safety program).
- Skill in maintaining visual supervision of children to ensure safety.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in establishing and maintaining effective working relations with co-workers, other District employees and the public.

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

- At least 12 units in core child development courses required
- At least 6 months working with children in a volunteer or work capacity required
- A High School Diploma/GED required.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- CPR & First Aid Certificates
- Proof of Immunizations: MMR, Pertussis and Flu.

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Work is performed primarily in an indoor environment, however daily outdoor time is also required.
- May be required to lift and carry items more than 50 pounds (including children).
- May be exposed to potential physical harm by a child as well as hazardous and infectious diseases.

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**ADDITIONAL INFORMATION:**

**Reports To:** Children's Services Director

**Direct Reports:** Preschool Teachers

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