

Magnolia School District

PRESCHOOL TEACHER/BILINGUAL

DEFINITION

Under supervision of the site administrator and School Readiness Coordinator, participate with teachers and other staff in the development, implementation, evaluation and maintenance of a quality School Readiness Program; provide a safe and nurturing environment for the growth and development of children cared for in the School Readiness Program; involve parents and families in student activities. Translates, writes, and converses in a language other than English for students, parents, and teachers as required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Participate with parents, teachers, and other staff in the development, implementation, evaluation and maintenance of quality School Readiness Program;
- Evaluate program goals and objectives; provide a safe and nurturing environment for the growth and development of children cared for in the program;
- Provide instruction and activities to children indoors and outdoors; lead and supervise various activities;
- Take attendance;
- Provide an environment to develop maximum physical, emotional and cognitive development of children;
- Test and evaluate children's progress;
- Involve parents and families in student activities;
- Participate in parent conferences as assigned;
- Provide information and referral services as needed;
- Explain policies, procedures, rules and regulations as needed;
- Provide work direction and guidance to assistants, volunteers and others as required;
- Notify staff of information pertinent to the needs of individual students;
- Model standards of behavior and use a positive approach while working with children, staff and parents; maintain and assure a clean, safe attractive and positive learning environment;
- Perform light housekeeping duties;
- Consider the use of materials and equipment appropriate for preschool-aged children;
- Maintain and prepare a variety of records and reports;
- Prepare related schedules and materials for parents;
- Operates a variety of District and educational technology equipment;
- Perform duties required by School Readiness Program performance standards and assure compliance with grant requests;
- Assist students with cleanliness;
- Participate in in-services and training sessions as assigned;
- Attend staff and other meetings as assigned;
- Performs any other duties required in a language other than English as necessary;
- Performs other related duties as assigned.

Knowledge of:

- Current concepts used in Early Childhood Education;
- Preschool Learning Foundations, PEL guide, Preschool Curriculum and Framework, Thinking Maps, Preschool GLAD, current best practices on social and emotional development in early childhood;
- Desired Results System;

- Rules, regulations, applicable laws, policies and procedures, state regulations and licensing requirements;
- Parent involvement techniques;
- Basic child psychology and development;
- Lesson planning;
- Health, safety and nutrition requirements of children;
- Appropriate safety precautions and procedures in classroom and playground activities;
- Principles and practices of training, mentoring, coaching, and providing work direction;
- Principles and procedures of record keeping including current technologies;
- Methods of observing, evaluating and recording child behavior;
- Effective techniques in working with children from diverse socioeconomic, cultural, and ethnic backgrounds;
- Techniques and strategies for instructing, supporting, and assisting students with disabilities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Student behavior management strategies and techniques.

Ability to:

- Plan, develop and implement educational experiences for children cared for in the School Readiness Program;
- Develop and maintain effective relationships with children;
- Maintain records and prepare reports;
- Interact with children and adults in an effective manner;
- Implement learning activities for children;
- Maintain a healthy and safe environment;
- Work independently with little direction;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work;
- Meet schedules and time lines;
- Read, write, and speak (fluently) in English and a language other than English as identified by the District;
- Work confidentially with discretion;
- Communicate effectively both orally and in writing;
- Exchange information;
- Operate assigned equipment and demonstrate activities;
- Monitor and assist students;
- Bend, kneel or crouch to assist students;
- Reach overhead, above the shoulders and horizontally;
- Lift and carry moderately heavy objects or children.

Education:

- High school diploma or equivalent.
- B.A. Degree. required CSEA unit members hired before July 1, 2016 in the classification will be grandfathered in without a BA.
- Education to meet the Site Supervisor requirements on the Child Development Permit Matrix;
- Training and experience with using: Preschool GLAD, CSEFEL, PEL Guide, PLC, most current DRDP, Preschool Learning Foundations Curriculum and Framework, Child Observations, and CIRCLE.

- First Aid and CPR certificates.
- Valid California driver's license.

DESIRABLE QUALIFICATIONS

- At least one year of experience working in an educational setting;
- Knowledge of developmentally appropriate practices;
- Maintain a positive working relationship with parents and children;
- Understanding the needs of children;
- Knowledge of appropriate discipline and guidance techniques;
- Experience working with parents and children in a classroom setting;
- Accurately type at sufficient speed in order to perform functions of the job;
- BA degree with an emphasis in Early Childhood Education.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in several environments including a school office, classroom, indoor and outdoor environments, school bus, and on or near student playground equipment as needed. The employee's primary responsibility is working with students during the school day. Employees in this position may have a higher level of exposure to infection and physical injury from students. This position may also involve the following: frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate. This position may be assigned to multiple sites which would require the employee to drive using his/her own insured personal automobile for transportation.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods. Other locations may be mostly standing and moving from classroom to classroom.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- May occasionally be required to drive personal, insured vehicle to multiple sites.

The physical and mental demands described above are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 37
Revised: 02/2017
Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
