



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Preschool Instructor

Established date: 7/28/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs duties in the instruction, supervision and care of preschool age students; assists in creating, organizing, and directing the District's fee-based preschool program; plans recreation/learning activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Preschool Instructor is responsible for preparing and providing instructional and educational activities for preschool-aged children enrolled in the District's preschool program. Incumbents are also responsible for assessing the health and developmental growth of students and ensuring the proper safety, cleanliness and maintenance of the classroom. Assignments are typically received in general terms, and incumbents are expected to act independently within the framework of established policies, procedures and objectives.

This position is directly responsible to a site Principal and the Director of Early Childhood Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 this class.

1. Prepares daily lesson plans and instructional materials for indoor and outdoor curriculum and activities, including language development, fine arts, recreational activities, motor skills and early literacy.
2. Teaches, interacts with and supervises preschool students during indoor and outdoor activities to provide learning opportunities to further skill development; observes, evaluates and documents student's progress and development and provides activities to further their growth.
3. Performs daily health checks of student for injuries, illnesses and overall health; cares for ill or injured student pending pickup; prepares incident and injury reports.
4. Prepares, updates and maintains files for preschool students; prepares and updates desired results developmental portfolio and attendance records for each student; conducts parent conferences to update parents on their student's progress.
5. Ensures mandated, preschool licensing requirements are met including maintaining adult to child ratios; ensures facilities and equipment are maintained in a safe, clean and orderly manner.
6. Assists in planning, organizing and conducting special events and activities.
7. Leads, provides work guidance and direction and participates in the work of instructional assistants and volunteers; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with District standards; provides information, instruction and training on work processes, proper use of equipment and safe work practices; provides input to the supervisor on employee work performance and behaviors; assists in ensuring a fair and open work environment in accordance with the District's commitment to equal employment opportunity.
8. Maintains a variety of student records; completes and submits time sheets on a timely basis; attends meetings; participates in seminars, workshops and safety training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and methods of instruction, care and supervision of preschool students.
2. Concepts of child development and behavior patterns of preschool children.
3. Health and safety regulations and requirements for maintaining preschool classrooms and grounds in a safe, clean and orderly condition.
4. Basic first aid.
5. Federal, state and local laws and regulations applicable to assigned program responsibilities.
6. Correct English usage, including spelling, grammar and punctuation.
7. Recordkeeping, filing and basic purchasing procedures and expense reporting.
8. Basic practices and techniques for scheduling and coordinating the activities of preschool instructional assistants.
9. District personnel policies and labor contract provisions; requirements and processes of the District payroll system.
10. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Develop and implement developmentally appropriate curriculum, lesson plans and instructional strategies to meet the needs of preschool-aged students.
2. Create and maintain a safe learning environment.
3. Observe and document child development, behavior and health.
4. Use a variety of audiovisual systems and technologies.
5. Take appropriate emergency action in a timely manner and according to established policies and procedures.
6. Provide consultation to parents and others on physical and mental health issues that may require additional intervention.
7. Apply laws, rules, regulations involved in assigned activities.
8. Maintain detailed and confidential student records and files.
9. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult individuals and situations.
13. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school and twelve (12) semester or equivalent quarter units in early childhood education or child development and at least six (6) months of work experience in a licensed child care center or comparable program. An Associate's Degree in early childhood education or child development is preferred. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Child Development Permit for Master Teacher, Teacher or Associate Teacher is highly desirable.

CPR and First Aid certificate required. Renewal of this certificate will be required every two years at the expense of HBCSD.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided and be able to assist students who may have physical disabilities. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems; use shop math and mathematical reasoning; work under deadlines with interruptions; and interacts with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a classroom setting where the noise level is usually moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing