



LOWELL JOINT SCHOOL DISTRICT

PRESCHOOL TEACHER

Classified Salary Schedule

Range 20

JOB SUMMARY:

Under the direction of an assigned supervisor, participate with teachers and other staff in the development, implementation, evaluation and maintenance of a quality State Preschool Program; provide a safe and nurturing environment for the growth and development of children cared for in the Preschool; involve parents and families in student activities.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other teaching classifications in that the primary responsibility is working with students in the State preschool program.

ESSENTIAL FUNCTIONS:

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 teachers and other staff in the development, implementation, evaluation and maintenance of a quality State Preschool Program; evaluate program goals, objectives and curriculum; provide a safe and nurturing environment for the growth and development of children cared for in the Preschool.
- Develop and submit lesson plans in accordance with established policies and format; plan and 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; model family-style meals with students.
- 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; update and organize cum folders and records; conduct and record complex student observations and skill assessments.
- Prepare calendar of events; prepare related schedules and materials for parents.
- Administer routine first aid to students as needed; administer medication and medical procedures in accordance with specific medical instructions.
- Operate a variety of audio-visual, office and instructional equipment; operate kitchen equipment and utensils.
- Perform duties required by Preschool Exemplary Program performance standards and assure compliance with current regulations, licensing and requirements.
- Assist with setting up and cleaning up breakfast, snack and lunch materials; assist students with cleanliness, brushing teeth and toileting as needed.
- Routinely squat, crouch, sit on small chairs, and hard surfaces/floors with students.
- Participate in in-services and training sessions as assigned; attend staff and other meetings as assigned.
- Perform related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Current concepts used in Early Childhood Education.
- Program policies, practices and philosophy.
- Parent involvement techniques.
- Basic child psychology and development. Lesson planning formats and policies.
- Health, safety and nutrition requirements of children. Appropriate safety precautions and procedures.
- Methods of observing, evaluating and recording child behavior. Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, develop and implement educational experiences for children cared for in the State Preschool 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.
- Plan and organize work.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Squat, crouch or sit on small chairs low to the ground or hard floors.
- Train and provide work direction and guidance to others.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working
- Lift and move items weighing up to 50 pounds.

Education/Training/Licenses/Experience:

A permit issued by the Commission on Teacher Credentialing authorizing service in the care, development and instruction of children in a child care and development program. This can be either of the following permits:

- Regular Children's Center Instructional Permit
- Limited Children's Center Instructional Permit
- Emergency Children's Center Instructional Permit
- Child Development Master Teacher Permit
- Child Development Teacher Permit
- Child Development Associate Teacher Permit

OR

A current credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics, and 12 units in ECE and/or CD or two years of experience in early childhood education or a child care and development program.

One year working with children in an instructional capacity. First Aid and CPR certificates.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment 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. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting and standing for extended periods of time. The employee may frequently move or lift children weighing up to 50 pounds unassisted. Occasional bending at the waist is required, as is kneeling, crouching, squatting, pushing and pulling. Employees may reach overhead as well as above the shoulders and horizontally.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; interpret policies and procedures; and interact cooperatively with District staff, parents, and the general public.

Work Environment:

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.