

Alpine Union School District

Preschool Teacher

Position Description

4270.44

Description:

Under general supervision of the Site Principal is responsible for the preschool program; performs paraprofessional instructional activities; reinforces instruction in academic, artistic and physical skills; perform a wide variety of clerical and supportive tasks for the preschool; ensures a safe environment for children and staff and performs other duties directly related to this job description.

Major Duties and Responsibilities

- Plans and implements preschool curriculum with preschool director and site principal.
- Develops daily lesson plans and recommends program changes to enhance program quality.
- Supervises activities of children in the classroom, play area and grounds.
- Assists with food preparation and the serving of lunches and snacks.
- Responsible for communicating preschool program to parents.
- Compiles and prepares data for statistical and operational reports including bookkeeping and billing/collections.
- Maintains a safe/clean classroom environment.
- Attends staff meetings and training sessions as required.
- Operates audio visual equipment as necessary.
- Provides assessments, completes progress reports and conferences with parents.
- Assures the implementation of appropriate standards for children's behavior using non-punitive methods, which teach self-discipline while supporting children's self-esteem.
- Performs other related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of

.....correct English usage, grammar, spelling, punctuation and vocabulary.
.....general concepts of child growth and development and behavior characteristics.
.....simple record keeping and record management
.....public education goals and objectives
.....learning problems of children with special needs
.....basic first aid

Ability to

.....maintain a neat, orderly and attractive learning environment.
.....demonstrate an understanding, patient, warm and receptive attitude toward children
.....learn and utilize simple methods and procedures to be followed in an instructional setting
.....establish and maintain a cooperative and effective working relationship with children and adults
.....perform simple clerical tasks and operate standard office machines

.....learn basic computer literacy skills and demonstrate knowledge of the use of the computer
.....establish and maintain a safe, healthful environment, and exercise good judgment in the care of children.

Experience

.....six months of paid or voluntary experience as a preschool teacher.

Education

Equivalent to completion of the twelfth grade.

Twelve (12) hours (or equivalent) of course work in child development.

License, Certificate, Other

.....to be eligible to obtain, a Child Development "Associate Teacher" Permit preferred.

.....Pediatric CPR and Pediatric First Aid Certificate required.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to body fluids.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.

APPROVED BY THE BOARD OF TRUSTEES
ALPINE UNION SCHOOL DISTRICT
April 10, 2002