

**JOB TITLE:**            ***PRESCHOOL MASTER TEACHER***

**DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under direction of Site Supervisor; provides service in the care, development and instruction of children in a childcare and development program, and supervises all above. Also may serve as a coordinator of curriculum and staff development in a child care and development program. Must be able to function with a high level of independence in the design and implementation of instructional activities. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

**SUPERVISOR:**        Preschool Director or Preschool Site Supervisor

**TYPICAL DUTIES:**

1. Prepare instructional plans and instruct pupils using a variety of materials and equipment.
2. Provide/lead instructional activities in settings removed from the classroom and/or direct Site Supervisor supervision.
3. Assist in the development and implementation of a developmentally, linguistically, and culturally appropriate curriculum.
4. Instruct and work with individuals or small groups of students in various learning situations in their primary language.
5. Supervise students to maintain effective environment.
6. Implement school-wide discipline policies.
7. Organize instructional environment, set up materials for daily activities, and maintain neat and orderly classroom/instructional areas.
8. Prepare materials and/or equipment for use in classroom activities; gather appropriate resource materials.
9. Be responsible for assessment of children using DRDP-R instruments twice per year.
10. Monitor student progress through anecdotal observation, daily contact, and maintenance of accurate student records.
11. Attend in-service training, parent conferences, and after-school meetings as assigned.
12. Perform other duties similar to the above in scope and function as required.
13. Provide translation or interpretation services as assigned by the Site Supervisor.
14. Make home visits and contact parents to obtain and provide information; communicate with parents on student's progress.

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15. Perform other duties reasonably consistent with the job classification.
16. Supervise staff and parent/student volunteers.
17. Provide input to Preschool Site Supervisor for staff evaluations.
18. Assist Preschool Site Supervisor with yearly evaluation of programs using the ECERS and CMR instruments.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- age appropriate methods of instructing and motivating students ages 3 to 5 years old;
- proper use of English, spelling, grammar, punctuation and other conventions;
- general office procedures, practices, and equipment;
- classroom procedures and children's instructional and recreational activities, games, arts, and crafts;
- proper use of oral and written Spanish spelling, grammar, punctuation and other conventions;
- how to apply bilingual instructional procedures and practices;
- skills and methodologies in Early Childhood Education.

**Ability to:**

- work collaboratively with Preschool Site Supervisor, Preschool and Kindergarten teachers to develop appropriate educational activities;
- communicate in both oral and written forms in Spanish and English;
- supervise students in a variety of situations;
- establish and maintain accurate records and files;
- maintain the security and confidentiality of specified records and information;
- follow District policies and school rules and regulations with those contacted in the performance of required duties;
- ability to work with minimal supervision;
- maintain positive relationships with staff, students, and community.
- Ability to use modern office equipment including but not limited to facsimile, computer, copiers, etc.

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**EXPERIENCE:**

- Substantial voluntary or paid experience involving preschool assistance in bilingual education and other instructional duties is desirable.
- License: Possession of a valid California Driver's License.

**EDUCATION:**

- Child Development Permit at the Master Teacher Level (or eligibility).
- High school diploma or equivalent.
- One of the following:
  - ◆ Complete two years of study (48 semester units) at an institution of higher education; or
  - ◆ Obtain an associate's (or higher) degree from an institution of higher education; or
  - ◆ Pass a District-selected assessment demonstrating knowledge of and the ability to assist in instructing reading, writing, and mathematics.
- Must pass the District's oral and written Spanish language tests.

**MEDICAL CATEGORY II**

Moderate Physical Effort

1. Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
2. Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.