

**SAN MATEO-FOSTER CITY SCHOOL DISTRICT
JOB DESCRIPTION FOR PRESCHOOL TEACHER**

TITLE: Preschool Teacher

**CERTIFICATED/
CLASSIFIED:** Classified

REPORTS TO: Principal on Special Assignment Child Development

EVALUATED BY: Performance of the position will be evaluated by Principal on Special Assignment Child Development

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and experience, which demonstrates possession of the knowledge and abilities to perform the duties of the position. A typical qualifying entrance background is teaching experience in a licensed preschool or comparable program.

Licenses and Certification

- Valid Children's Center Permit issued by the State of California; or possession of a current and valid Child Development Associate (CDA) credential with appropriate age level endorsement issued by CDA National Credentialing Program.
- Valid First Aid and CPR certification
- Valid and appropriate California Driver's License

Knowledge of:

- Methods of instruction, developmental needs, and behavior appropriate to preschool children.
- English usage, spelling, grammar, and punctuation.
- Reading and writing English and principles.
- Language arts, math, science, social science, computer, art, and music standards and principles for preschool age children.
- Operation of standard office equipment.
- Basic record keeping techniques.
- Appropriate safety precautions and procedures.

Ability and Skills to:

- Develop and implement instructional plans that are aligned with developmentally appropriate early childhood curriculum and program standards and that are interesting to children.
- Operate a computer with accuracy and efficiently.
- Communicate effectively in English, both orally and in writing.
- Maintain confidentiality of sensitive and privileged information.
- Understand and carry out oral and written instructions.
- Establish and maintain collaborative and collegial relationship with teachers, District staff and others contacted in the course of work.

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general supervision of the Principal on Special Assignment, to plan and implement high quality preschool learning and enrichment experiences for preschool aged children in a safe and welcoming learning environment; exercise lead supervision over assigned assistants; maintain official documents and records; assess and guide each child's learning; communicate with parents; participate in professional development activities; articulate and collaborate with kindergarten teachers; and to perform related work as assigned.

TYPICAL DUTIES:

- Plan and implement an effective preschool program that includes an enriched and stimulating preschool classroom environment that is arranged according to subject areas.
- Implement and update the preschool curriculum as needed to meet the needs of individual students. Introduce materials and activities designed to stimulate the intellect. Recognize each child's readiness according to age, ability and interest.
- Plan individual, small group and large group lessons that develop cognitive, social, emotional and physical skills. Plan daily and weekly projects and activities that capitalize on the readiness of each child.
- Monitor and record each child's progress through the use of authentic assessment, observation and anecdotal notes.
- Prepare a welcoming and well-organized classroom environment; arrange the classroom environment according to subject areas. Decorate the room according to themes and activities; take-out, set-up and put away equipment, toys and materials for daily activities. Clean and organize shelves, cupboards, and drawers. Make minor repairs to games and toys.
- Assign staff to groups and activities. Assign, train, monitor, correct the work of instructional support staff; provide input for performance evaluation to the supervisor; report performance problems to the supervisor.
- Communicate with parents on a day-to-day basis. Coordinate parent-teacher conferences, Back to School Night and Open House events.
- Attend preschool staff meetings and professional development activities including District mandated trainings.
- Work collaboratively with other preschool teachers and articulate with kindergarten teachers.
- Establish and enforce standards of behavior.
- Actively supervise students and staff in order to maintain a safe and orderly environment for children in the classroom, on the playground, and on field trips. Assist children in the use of the bathroom, in washing hands, in tying shoes, in dressing and in caring for their belongings. Clean children after toilet accidents. Sweep and clean up after activities.
- Conduct and participate in emergency drills. Administer first aid and medication in accordance with physician and parent instructions and District policy. Fill out accident reports and medication log. Contact emergency service personnel, District nurse, and parents, as appropriate, in cases of emergency and illness. Maintain accurate health records for preschool children. Maintain necessary and mandated records. Require parents to sign their child in/out each day. Maintain emergency cards for each child. Report suspected cases of child abuse in accordance with the Child Abuse Reporting Law and District policy. Call parents and emergency numbers for children who have not been picked up on schedule.
- Utilize office machines and classroom equipment. Set up and operate audio visual equipment and computers. Print student reports of computer assisted instruction. Select appropriate software for curriculum and integrate computer instruction into the instructional plan. Check and respond to emails.
- Perform related work as assigned.
- Bilingual positions: Translate and interpret for non-English speaking students and parents; translate and interpret for program staff; make telephone calls using a second language to communicate with non/limited English-speaking parents. Present information and instruction to students in English and a second language.

ADA Essential Functions:

When performing the duties of this job, the employee is regularly required to sit, walk, and stand, sometimes for prolonged periods of time; operate a computer and keyboard; maintain visual acuity to review written documentation; hear and understand speech at normal room levels and on the telephone; taste and smell; demonstrate manual dexterity to operate equipment; lift horizontally and vertically; bend and stoop. Must be able to lift a minimum of 25 pounds. Perform duties related to maintaining a clean and safe environment as well as administer first aid. The employee must be able to perform the duties of a rigorous work schedule, including visits to school sites.