

Menlo Park city School District
Teacher - General Education Preschool
0.4 FTE

GENERAL SCOPE

For the 2017-18 school year, the Menlo Park City School District will be providing part-time general education early childhood education services. Under the direction of the Director of Student Services, the teacher plans and administers the education program to include all components of Preschool guidelines. The preschool teacher develops and implements a program for children, ages three through five, aligned with the development level of children and based on the National Association for the Education of Young Children (NAEYC).

ESSENTIAL FUNCTIONS

- Plans and implements an instructional program designed to meet the goals and objectives of the Preschool Program
- Provides support to both typically developing peers and students with special needs
- Plans with teaching partners, teaching assistants, paraeducators and parents, and conducts the daily program for a group of children in a preschool class with the Special Education team
- Provides acceptable classroom discipline that allows for maximum learning opportunities for the child
- Prepares developmental and educational materials needed to implement daily activities
- Provides individual experiences for each child
- Maintains ongoing records of children's growth and development
- Maintains confidentiality of all records, reports, and comments
- Plans and participates in staff development
- Communicates regularly with parents through parent meetings and individual parent conferences
- Selects books, instructional aids, supplies, and food, following the District and department procedures
- Maintains an environment to support the growth and development of the child
- Assists with staff meetings for teaching assistants, paraeducators and volunteers in classroom
- Other duties as assigned

KNOWLEDGE AND ABILITIES

- Knowledge of current trends and research in Early Childhood Education
- Ability to supervise teacher assistants
- Ability to work with community organizations and services available to preschool students and parents

- Ability to communicate effectively with persons of limited English speaking ability
- Ability to relate to the needs of students and parents of diverse ethnic, educational, and socioeconomic backgrounds

MINIMUM QUALIFICATIONS

- California credential authorizing instruction at preschool level
- Coursework in Child Development, Early Childhood Education, Family Relations or related fields

COMPENSATION

The salary for this position will be based on the current certificated salary schedule.