

Range: 29
Hours: 5, 5.5
Weeks: 25, 27.5
Months: 9.5

SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Preschool Teacher

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To participate in planning, organizing, and developing curriculum and objectives for preschool education programs; function as teacher in a preschool classroom; and provide instruction and supervision to student teachers, student workers and volunteers. Employees in this classification receive limited supervision within a standard framework of policies and procedures. This job class is responsible for the implementation and teaching of educational programs and activities for preschool students enrolled at the Early Childhood Education Center.

SUPERVISOR: Early Childhood Education Center Director

TYPICAL DUTIES:

- Participates in planning, developing, and teaching basic academic programs and activities to preschool children.
- Assists in preparing and implementing curriculum and objectives.
- Provides classroom training via a team teaching approach; independently instructs preschool and college students in subject areas according to prepared curriculum.
- Plans daily activities and/or lessons for students and instructional support staff.
- Prepares, researches, develops, and recommends the selection of instructional materials and/or equipment for use in classroom activities.
- Organizes learning or instructional environment to enhance the educational environment of the model laboratory site.
- Evaluates preschool children's academic and social growth according to program standards and criteria.
- Works with and trains student teachers.
- Provides input and participates in student teacher evaluations.

Typical Duties (continued):

- Models appropriate teaching techniques for Theory and Observation class students, teacher, and visitors.
- Communicates with parents, staff, and administration regarding the needs, special problems, and progress of preschool students, student teachers, and volunteers.
- Trains, directs, and coordinates the work of student teachers, student workers, and "special needs" volunteers.
- Supervises preschool children to maintain a safe and effective learning environment; ensures proper maintenance of school materials and equipment.
- Observes preschool children and takes behavioral notes and communicates those observations to parents in formal conferences.
- Maintains and organizes curriculum files.
- Plans and prepares snacks and meals for children.
- Administers first aid and implements emergency procedures in compliance with District policy.
- Works independently when the Early Childhood Education Center Director is not on site.
- Attends meetings with Early Childhood Education instructional and center Staff.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession of:

- Valid Child Development Teacher Permit or Children's Center Instructional Permit or the ability to obtain one within one semester of employment.
- A valid pediatric First Aid CPR certificate.

Knowledge of:

- Preschool teaching techniques.

Employment Standards (continued):

- Curriculum planning and implementation.
- Child development principles.
- Appropriate assessment and evaluation methods and techniques used to determine achievement levels of preschool students and student teachers.
- A variety of curriculum/instructional materials, tools, and methods.
- General needs and behaviors of students and “special needs” volunteers
- Correct English usage, grammar and spelling

Ability to:

- Carry out an educational program for preschool children and student teachers.
- Understand the needs of students and to relate effectively to those needs in a learning environment.
- Coordinate and direct the work of others.
- Effectively communicate in both oral and written forms.
- Maintain a confident but patient and courteous attitude toward students, student teachers, and "special needs" volunteers.
- Effectively supervise preschool and college students in a variety of situations.
- Analyze situations accurately and adopt an effective course of action.
- Exercise tact, diplomacy, and good judgment in dealing with preschool students, student teachers, “special needs” volunteers, parents and the public.
- Remain calm and patient in stressful situations.
- Maintain the security and confidentiality of specified records and information.
- Maintain accurate behavioral observation records and curriculum files.

Employment Standards (continued):

- Operate standard office and instructional equipment as appropriate to area of assignment including answering machine, copy machine, laminator, record player, tape recorder, audiovisual equipment, etc.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- Must possess or obtain within three months of employment a regular Children's Center Instructional Permit issued by the State of California Commission on Teacher Credentialing.
- A physical examination will be required.