

BILINGUAL PRESCHOOL TEACHER

DEFINITION

Under direction, supervise, teach and direct children at a children's development center or preschool; and to perform related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans and provides instruction, motivation, and guidance to children in various areas such as self-help, academic, motor, vocational, and social skills in English and other designated language(s).
2. Prepares appropriate developmental experiences and activities.
3. Supervises students and ensures their safety.
4. Assists children to develop independence.
5. Teaches and supervises games, sports and other activities to improve motor coordination, social skills, speech, and the ability to follow directions in English and other designated language(s).
6. Directs students into safe learning and recreational activities.
7. Develops activities to encourage an appreciation of human diversity.
8. Observes and evaluates student development.
9. Performs general clerical work associated with school and classroom record keeping.
10. Maintains attendance records.
11. Attends parent-teacher conferences to discuss the progress of children and offer suggestions.
12. Assists children in basic care activities such as toileting, feeding, dressing and grooming.
13. Contacts parents regarding student's progress and adjustment.
14. Assigns and monitors the work of instructional assistants.
15. Uses good judgment to assist injured or physically ill students.
16. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques in educating young children; child development and psychology, including abnormal psychology; family life education and home economics; culturally diverse behaviors, customs and beliefs; and routine record keeping techniques.

Ability to:

Read, write, and speak English and other designated language academically and grammatically fluent; demonstrate an understanding, patient, and receptive attitude toward young children; utilize a variety of learning activities procedures; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; communicate effectively in oral and written form; appreciate human diversity; pass a District proficiency test in a second designated language; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: As required for the California Child Development Teacher Permit.

License/Certificate Requirement:

Possession of a valid California Driver's License.

A valid California Child Development Teacher Permit or equivalent

Pass a District proficiency test in English usage, language arts and math or have passed CBEST or have completed two years of college.

Current CPR, First Aid and Seven Hours of Health and Safety Certification

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

10/98

Revised 9/03;4/06;7/07; 2/12