

**PRESCHOOL RESOURCE TEACHER**

**DEFINITION**

Under direction, assist in the coordination of a State Preschool Program; provide staff development, parent education and involvement, and instructional support; 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. Assists in the preparation for licensing requirements and changes.
2. Conducts registration procedures for State Preschool Programs.
3. Plans, researches, and develops inservices/meetings for staff development to meet PQR requirement for Preschool as well as provide professional and program growth.
4. Plans, researches, and develops parent education plan to implement throughout the program.
5. Researches curriculum materials for staff.
6. Acts as liaison to the community to link District and community resources.
7. Acts as liaison between staff, District Office, and site principals.
8. Assists in the development of program articulation between preschool and early elementary grades.
9. Researches and purchases appropriate materials to enhance all curriculum areas; observes and recommends programmatic changes as appropriate.
10. Establishes and updates client records and other clerical duties as needed.
11. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods and techniques in educating young children; child development and psychology; family life education and home economics; culturally diverse behaviors, customs and beliefs; pertinent state licensing requirements for a preschool program; effective leadership techniques; routine record keeping techniques.

**Ability to:**

Prepare effective written communications; teach, supervise, motivate, and control children; organize and direct classroom and outside activities; speak clearly and distinctly; demonstrate patience, warmth, and liking for children; provide direction to preschool teachers and support staff; develop effective relationships with parents; 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 Permit.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

Valid California Child Development 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.

**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.