

## PRESCHOOL TEACHER/SITE FACILITATOR

### **DEFINITION**

Under direction, supervise, teach and direct children at a children's development center or preschool; facilitate oversight of preschool classrooms at the site 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.
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.
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. Makes home visits.
15. Arranges parent education meetings.
16. Assigns and supervises the work of instructional assistants.
17. Uses good judgment to assist injured or physically ill students.
18. Be familiar with and oversee licensing regulations for site compliance and coordinate with licensing during unannounced visits including appropriate follow up.
19. Maintain current licensing records and postings on site.
20. Communicate with the Director of Child Development Programs regarding site needs through regular communication and periodic meetings.
21. Communicate and collaborate with site administrators.
22. Address parent concerns that are site specific.
23. Attend licensing component 1 and 3 training.
24. 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 a language other than English, as necessary; teach, supervise, motivate and control children; organize and direct classroom and outside activities; demonstrate patience, warmth and liking for children; lift students, as necessary; speak clearly and distinctly; communicate effectively in oral and written form; develop effective relationships with parents; coordinate preschool programs with the site administrator and provide general oversight; appreciate human diversity; 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 Site Supervisor Permit.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

A valid California Child Development Supervisor 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

**Fingerprint Requirement:**

Fingerprint clearance: 1) Department of Justice 2) FBI 3) Social Services, Community Care Licensing Division (CCLD)

**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.