

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
HUMAN RESOURCES DEPARTMENT**

FIRST 5 PRESCHOOL TEACHER

JOB SUMMARY

Under the direction of the supervisor, this position will provide supervision, care, and learning activities to preschool-age children in a classroom environment; assist in the preparation of instructional materials and the development and implementation of lesson plans, and perform clerical duties in support of classroom functions. Essential duties will also include assisting the First 5 Program Supervisor with phone calls and home visits; collaborating with all First 5 partners and School Readiness program staff; referring children and families to other agencies as needed; arranging screenings by partner agencies; assisting in community and school outreach activities; attending required staff development trainings; assisting with the maintenance of children's records and compliance with designated First 5 evaluation plan activities, including assessment using the Desired Results Developmental Profile (DRDP); and assisting parents volunteering in the classroom.

QUALIFICATIONS

Required:

1. AA degree in Early Childhood Education (ECE) or Child Development.
2. Obtain a Child Development Teacher Permit based on an AA degree in ECE or Child Development and completion of a 3 semester units of supervised field experience in an ECE setting.
3. Valid First Aid and CPR certification.
4. Bilingual (Spanish/English) competency is required in some specified positions.

Desirable:

1. Two years of experience as preschool assistant.

KNOWLEDGE AND ABILITY

1. Knowledge of and ability to comply with applicable laws and regulations.
2. Ability to work with a minimum of direct supervision.
3. Knowledge of current principles of educational techniques and methods.
4. Ability to effectively communicate verbally and in writing sufficient to express ideas, thoughts and instructions clearly to students, parents, community and staff, regardless of ethnic, racial, religious background or socio-economic level.
5. Ability to collaborate effectively on inter- and intra-agency levels.
6. Ability to assist the Program Supervisor with supervision of volunteers, coordinate and assign tasks, evaluate results and control assignments.
7. Ability to plan an effective educational program for preschool students, under the direction of the Program Supervisor.
8. Ability to schedule and manage time effectively.
9. Ability to read, understand and implement policies, procedures and state mandates.
10. Knowledge of and ability to assist with assessing students using the Desired Results Developmental Profile.
11. Assist Program Supervisor in utilizing the Early Childhood Environment Rating Scale (ECERS).
12. Ability to maintain records.

ESSENTIAL FUNCTIONS of this position are, but not limited to, the following:

1. Implement weekly lesson plans and activities to meet the needs of children in the program.
2. Attend monthly staff meetings.
3. Conduct home visits along with Program Supervisor.
4. Assist with maintaining required records as determined by the State of California Community Care Licensing Division (Title 22) and First 5 Commission of San Luis Obispo County.
5. Recommend purchases consistent with the center's budget.
6. Assist with planning, purchasing and preparing nutritious snacks daily.
7. Assist Program Supervisor with conducting two Preschool Assessments for each child during the school year.
8. Keep the Program Supervisor informed of problems or concerns.
9. Become familiar with resources available in the community to help families in the program.
10. Continue professional development by attending classes, local workshops and conferences.
11. Demonstrate sound judgment.
12. Maintain a safe classroom/school environment.
13. Assist with developing, maintaining and monitoring appropriate records for each student.
14. Attend and assist with monthly parent education meetings.
15. Drive a car.

PHYSICAL REQUIREMENTS of this position are, but not limited to, the following:

1. Facility to sit at low tables, on small, low chairs, on the floor or on the ground, and in classrooms of various configurations for extended periods of time.
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read with or without vision aids, laws and codes, rules and policies and other printed matter.
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer using both hands.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in classrooms, on the playground and other outdoor locations, and in meetings.
7. Physical agility to lift up to 25 pounds to shoulder height, and 50 pounds to waist height; and to bend; to stoop; to walk on uneven terrain, play yards and school grounds; and to reach overhead.
8. Facility to drive a car.

Job Description Created:	10/25/04
Job Description Revised:	1/8/09; 6/23/16; 1/2017
Salary Schedule:	First Five Preschool Teacher Schedule
Accountability for time:	Principal, Preschool & General Childcare Programs
Tasks assigned by:	Principal, Preschool & General Childcare Programs
Evaluated by:	Principal, Preschool & General Childcare Programs
Hiring Authority:	Principal, Preschool & General Childcare Programs