BUENA PARK SCHOOL DISTRICT

PRESCHOOL INSTRUCTOR

DEFINITION:
Under the direction of the Director, Staff Development and Student Programs, plans, organizes, and implements approved developmentally appropriate curriculum for the development of children enrolled in the District's preschool program; provides a safe and nurturing environment conducive to the growth and development of children.

EXAMPLES OF DUTIES:
Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and the philosophy of the school and the District; plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home languages and individual style and pace of learning; develop goals and objectives consistent with student needs; develop and implement daily lesson plans to meet developmental needs and interests of children; conduct developmental assessments for children according to established procedure; observe children during indoor and outdoor activities; maintain child portfolios and related records; participate with children and encourage their involvement in activities; maintain a clean, safe, attractive and positive learning environment which assists children in making a positive transition from home to preschool and reinforces positive attitudes and skills; establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that allows each child to grow and develop; conduct parent conferences on children's school adjustment, developmental progress and classroom behavior; provide parent education; develop positive public relations through communication and activities; involve parents and families in activities; participate in planning with other staff and collaborating agencies to implement family activities; attend staff meetings, participate in training workshops, conferences, courses, and other professional growth activities as required for early childhood school instructors; maintain all appropriate records in compliance with guidelines; provide training and work direction to assistants and volunteers; change children's clothing, provide first aid, tend to children's illnesses and toileting needs as necessary; follow District policies and procedures; and perform other duties as assigned.

QUALIFICATIONS:
<u>Knowledge of:</u>
Concepts of child growth, development and behavior characteristics of preschool-aged children; early childhood curriculum areas and appropriate methods for implementation and assessment; methods of instruction appropriate for preschool-aged children; age-appropriate behavior management strategies; English usage, grammar, spelling, punctuation and vocabulary and basic arithmetical concepts; routine record storage, retrieval and management procedures; interpersonal skills using tact, patience and courtesy; preschool and District philosophy, policies and procedures; health and safety procedures and techniques.

<u>Ability to:</u>
Ability to perform essential functions of the job with or without reasonable accommodation; plan, organize, and implement approved curriculum for the development of enrolled children; develop daily lesson plans in accordance with established policies; maintain a clean, safe, attractive and positive learning environment; learn, apply, and explain early childhood and District philosophies, policies, procedures, and guidelines; read, write and communicate effectively, in both written and oral form, in English; communicate effectively with a wide range of individuals, including preschool children and adults, demonstrating poise, patience and understanding; establish and maintain cooperative working relationships with children and adults; observe and evaluate student learning; demonstrate cross-cultural understanding and respect; work independently and prioritize projects, maintain records, equipment and facilities in an effective manner; provide for the safety, health and psychological needs of participating children; make responsible decision regarding the welfare of children; use discretion and good judgment in the handling of confidential material; adapt to changes in schedule and work environment; observe health and safety regulations; be resourceful, show initiative and use integrity and discretion.

EXPERIENCE AND EDUCATION AS REQUIRED BY LAW:
Child Development Teacher Permit with twenty-four units ECE/CD (Early Childhood Education/Child Development), including core courses, plus sixteen GE (General Education) units and one year experience (175 days at a minimum of 3 hours per day) working with preschool children,

OR

Current elementary teaching credential with twelve ECE/CD units and two years experience in ECE or a child care and development program,

OR

Single subject credential in home economics and twelve ECE/CD units and two years experience in ECE or a child care and development program,

OR

Associates degree (AA) or higher in ECE or related field with three semester units of supervised ECE field experience,

OR

Bachelor degree (BA) or higher with twelve ECE units and three semester units of supervised ECE field experience,

OR

Child Development Associate Teacher Permit and a signed written agreement to complete requirements for a California Child Development Teacher Permit within two years of date of employment and one year of teaching experience in a licensed day care center or comparable group child care program.

CERTIFICATE REQUIREMENT:
An appropriate Teaching Permit, Credential or AA or higher degree with required semester units in ECE or CD.

Must obtain within thirty days of employment a First Aid Certificate and CPR Certificate.

LICENSE REQUIREMENT:
Must possess a valid, California driver license and good driving record.

CONDITION OF EMPLOYMENT:
Insurability by the District's liability insurance carrier.

Original Board Approved: September 12, 2011
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