

**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
**FIRST 5 SCHOOL READINESS ASSISTANT PRESCHOOL TEACHER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To assist the preschool teacher in the supervision, instruction and guidance of individuals or groups of children by performing a variety of instructional support activities related to an effective learning safe, and creative environment.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the First 5 School Readiness Preschool Teacher and the Director, First 5 School readiness.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assist the preschool teacher with instruction in the classroom environment.
2. Supervise children to maintain and effective, creative and safe learning environment.
3. Organize the classroom environment.
4. Arrange material for daily lessons; obtain appropriate resource materials to support lessons.
5. Observe children's progress through daily contact, and record progress through maintenance of accurate records.
6. Assist in administering comprehensive screenings on children.
7. Assist in the process of completion of developmental assessments (DRDP) on all children within 60 days of enrollment.
8. Administer and record academic assessments.
9. Maintain information and operational records, attendance records, lunch counts, and permission slips, if necessary.
10. Implement all activities that address domains aligned by California State Preschool Learning Foundations: social-emotional, language and literacy, physical development, numeracy, and art.
11. Encourage hands-on, culturally appropriate, and creative learning environment for all children.
12. Establish and maintain a positive relationship with the children, parents, and the community.
13. Support a quality and welcoming learning environment for children, parents and families.
14. Encourage children to ask questions, explore, experiment, discover, and fully engage in the world around them.
15. Implement school wide behavior policies.
16. Encourage and model positive behavior.
17. Perform clerical duties specifically related to preschool instruction as assigned.
18. Attend professional development meetings, staff meetings and parent-teacher conferences.
19. Performs other duties similar to the above as assigned.

## **QUALIFICATIONS**

### **POSITION REQUIREMENTS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Credentials/Licenses:**

Hold or qualify for (within 90 days of employment) a Teacher permit issued by the Commission on Teacher Credentialing – 24 units Early Childhood Education/Child Development including core courses plus 16 General Education (GE) units OR AA or higher in Early Childhood Education/Child Development or related field experience in Early Childhood Education/Child Development setting.

Current CPR/First Aid Certification

Valid California Driver License

20 hours of professional growth annually at a minimum

### **Experience/Training Preferred:**

Bilingual in Spanish preferred.

Excellent written and verbal communication skills

Demonstrate experience working with children in some capacity.

Must be computer literate.

The ability to observe, see, hear and respond to children's needs, emergencies and or conflicts that may occur

The ability to work with a diverse population.

The ability to bend, stoop, and lift children up to 100 pounds. Reasonable accommodations will be made for qualified candidates who cannot meet this requirement.

The ability to problem solve and provide classroom management.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office, School and field environment; work closely with others.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time.

## **JOB PROFILE:**

Annual Contract 180 days

Classified Salary Schedule Range 9