

**RIVER DELTA UNIFIED SCHOOL DISTRICT
STATE PRESCHOOL ASSISTANT 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 individual group 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 CCSP site supervisor, Preschool Teacher and the director/school administrator.

ESSENTIAL AND MARGINAL FUNCTIONS 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 an effective, creative and safe learning environment.
3. Organize the classroom environment.
4. Arrange materials 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 and completion of developmental assessments (DRDP) on all children within 60 days of enrollment.
8. Administer and record academic assessments.
9. Maintain information and informational 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, literacy, physical development, numeracy and art.
11. Encourages a 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 schoolwide 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.

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 California Development Associate (CDA) credential, minimum of 12 units of ECE/CD including core courses (child/human development, child/family/community or child/family relations, and programs/curriculum)

Current CPR/First Aid Certification

Valid California Drivers License

20 hours of professional growth annually at minimum

Submit and pass health screening, criminal record and tuberculosis test

Previous experience working in a licensed childcare facility or center.

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, hear, and respond to childrens' needs, emergencies and or conflicts that may occur

The ability to work with 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

The ability to work well with others including adults and children