

RIVER DELTA UNIFIED SCHOOL DISTRICT
FIRST 5 SCHOOL READINESS LEAD 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

In accordance with California State Regulations, provides supervision, care and instruction to preschool age children in a classroom environment. Prepare instructional materials and the development and implementation of lesson plans in an effective learning, safe, and creative environment. Act as Site Supervisor at assigned preschool site.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, First 5 School Readiness and the Superintendent.

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

Essential Functions:

1. Provide an age-appropriate learning environment; promote and encourage a positive and nurturing learning environment using the Early Childhood Development Rating Scale (ECERS).
2. Establish and maintain a welcoming, clean and safe and functional classroom.
3. Provide a quality and welcoming learning environment for children, parents and families.
4. Provide a comfortable environment for children to ask questions, explore, experiment, discover, and fully engage in the world around them.
5. Create, organize and maintain instructional supplies, materials, and equipment.
6. Plan and prepare lessons focusing on and addressing the domains aligned by California State Preschool Learning Foundations: social-emotional, language and literacy, physical development, numeracy and art; also focusing on facilitating the transition to kindergarten.
7. Identify and select instructional support material; provide instruction to students.
8. Provide site supervision to assigned preschool site and staff.
9. Establish standards of student performance which can be quantitatively and qualitatively evaluated.
10. Prepare, administer, and record assessments and comprehensive screenings; monitor student progress.
11. Prepare progress reports and perform at least 2 parent-teacher conference meetings each year.
12. Communicate with parents and students regarding the educational and social progress of students; identify areas for improvement and suggest strategies that will help support learning and growth.
13. Assist in identification, assessment and resolution of special needs of children.
14. Complete developmental assessments (DRDP) on all children within 60 days of enrollment
15. Maintain children's records and compliance with designated First 5 evaluation plan activities, including assessments using the Desired Results Developmental Profile (DRDP).
16. Assess tests and assessment results; identify student needs and provide appropriate instructional activities.
17. Develop goals, prepare and implement specific objectives for students based on the Preschool Learning Foundations and according to Board and District policy and to facilitate the transition to kindergarten for the student.

18. Participate and assist in arranging screenings by partner agencies for preschool students in conjunction with the School Readiness Staff.
19. Supervise students.
20. Follow and support all First 5 Readiness requirements and California Community Care Licensing guidelines for supervision, child's personal rights and health and safety.
21. Follow and support all district and school rules, regulations, policies and procedures.
22. Attend and participate in professional development meetings and staff meetings.
23. Assist the First 5 School Readiness Staff with phone calls and home visits.
24. Refer children and families to First 5 School Readiness Home Visitor or other agencies as needed.
25. Assist in community and school outreach activities.
26. Attend in-services, faculty meetings, related agency meetings and required staff development trainings.
27. Collaborates with other preschool teachers and kindergarten teachers.
28. Performs other activities as required for a successful preschool program.

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

BA degree in Early Childhood Education, Childhood Development, or related field plus 24 Early Childhood Education units (including core) and hold or qualify for (within 90 days of employment) a Site Supervisor Permit or higher from the Commission on Teacher Credentialing. Previous childcare experiences in preschool setting.

Knowledge of California Community Care Licensing requirements.

Current CPR/First Aid Certification

Valid California Driver License

20 hours of professional growth annually at minimum

Experience /Training Preferred:

Previous preschool teaching experience

Bi-lingual in Spanish

Strong teamwork and customer service skills

Initiative, problem solving, and time management skills

Excellent, written and verbal communication skills

Excellent organizational skills

Demonstrate experience in administrative and managerial ability, particularly in the areas of operations, supervision, finance and marketing

Must be computer literate

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 work well around children.

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: 183 days

Classified Salary Schedule: Range 19