

**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
**RDUSD STATE PRESCHOOL ASSISTANT BILINGUAL (SPANISH) 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, during the absence of the site supervisor/lead teacher.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director, site supervisor/lead teacher, school administrator and 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 Environment Rating Scale (ECERs).
2. Establish and maintain a welcoming, clean, 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 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 qualitative 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 students and parents regarding the educational and social progress of students; identify areas of 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 CSPP evaluation plan activities, including assessment using the Desired Results Developmental Profile (DRDP).
16. Assess, test 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 CSPP team.
19. Supervise students.
20. Follow and support all CSPP requirements and California Community Care Licensing guidelines for supervision, children's personal rights, and health safety.
21. Follow and support all District School rules, regulations, policies and procedures; recommend behavior plans and disciplinary actions, as necessary.
22. Attend and participate in professional development meetings and staff meetings.
23. Assist the CSPP team with phone calls and home visits.
24. Refer children and families to any CSPP programs, First programs or other agencies as needed.
25. Assist in community and school outreach activities.
26. Attend in-services, faculty 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, Child Development or related field plus 24 Early Childhood Education units (including core), and hold or qualify for (within 90 days of employment) a master teacher permit or higher from the Commission on Teacher Credentialing  
Previous childcare experience in preschool setting.

Knowledge of Community Care Licensing requirements.

Submit and pass health screening, criminal record and tuberculosis test.

Current CPR/First Aid Certification

Valid California Driver's License

20 hours of professional growth annually at a minimum.

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

Previous preschool teaching experience

Bilingual in Spanish

Strong teamwork and customer service skills

Initiative, problem-solving, and time management skills

Excellent positive behavior 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 conditions necessary for sitting and standing for prolonged periods of time.

## **JOB PROFILE:**

Annual contract: 244 days

Classified Salary Schedule