

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

PERMIT PRESCHOOL TEACHER II

JD 4200

Definition

The Permit Preschool Teacher II coordinates preschool operations; oversees preschool staff and parent/staff relations; may teach an assigned class of preschool children; plans and organizes class activities; makes home visits; consults with specialists; coordinates preschool assistants' activities; attends staff meetings; and performs related work as required.

Responsible to

Director, Curriculum & Instruction

Examples of Duties

1. Coordinates Early Childhood Education Center staff.
2. May teach an assigned classroom of preschool children in art, music, science, mathematics, physical education and literacy development.
3. Supervises such outdoor activities as wheel toys, sandbox, water play, jungle gym, carpentry, and free play activities such as blocks, books, records, and table toys.
4. Accompanies children on educational field trips while relating and integrating field trips into understandable or stimulating experiences.
5. Provides a supportive role to the children's developmental, physical, social, emotional and educational needs.
6. Plans daily activities around art, music, science, mathematics, physical education and literacy; arranges centers of interest and plans for materials and set up of materials.
7. Prepares lesson plans and records observations of children and activities on a daily basis.
8. Makes home visits for purposes of coordinating and strengthening home-school relationships with children.
9. Consults with, assists and helps parents in educational learning, and facilitates greater parent involvement where possible.

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10. Consults with nurses, psychologists, speech therapists, social workers, and similar specialists to assist in understanding and meeting the needs of children.
11. Meets with assistants, parent educators, adult volunteers, and student assistants to plan and coordinate their activities.
12. Attends regular and periodic staff meetings, training, orientation, and similar program conferences.
13. Perform other related duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Child Development Theory and practices in early childhood education group settings.
2. Federal and State health and safety regulations applicable to early childhood facility.

Ability to:

1. Work with parents and young children in the academic and emotional development of children aged three through kindergarten.
2. Support children's developmental, physical, social, emotional and educational needs.
3. Conduct oral and written communication with students, parents and staff.
4. Perform and prepare routine record keeping, lesson plans and progress monitoring of students.
5. Collect and synthesize data for program monitoring.

Physical

1. Bending and squatting are involved when leaning over students to assist them with learning and personal needs.
2. May be required to stand and walk for extended periods of time and go up/down stairs.
3. Must physically be able to restrain students who weigh up to 50 pounds or more.

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Licenses

1. A valid California driver's license.
2. A valid California Child Development Site Supervisor Permit.
3. A First Aid certificate and Community CPR certificate.

Training and Experience

1. Five years teaching experience and one year or more administrative experience in the capacity of managing preschool operations in a licensed day care nursery/preschool is desirable.

Job Description Adopted: November 20, 2006
Job Description Revised: April 21, 2014