

Preschool Associate Teacher

CLASSIFICATION: Classified

SALARY LEVEL: See Csea Bargaining Unit Position Range List

WORK YEAR: 190 Days

Definition:

Works with preschool children in a classroom setting by collaborating with the Site Supervisor/and/or the classroom teacher in the planning and implementing of developmentally appropriate activities.

Supervisor:

Coordinator/Administrator or
Site Supervisor

Positions Supervised:

None

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical and Mental Characteristics:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and classroom equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups of students; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, sit on floor, climb and move about the work environment, and respond to emergency situation; physical mobility sufficient to lift a move about the work environment, and respond to emergency situation; physical mobility sufficient to move about the work environment, and respond to emergency situations; physical mobility sufficient to move about the work environment, and respond to emergency situations, physical mobility sufficient to lift a student weighing 45 pounds and more with a two-persons lift; physical stamina sufficient to stand or walk throughout student recess periods; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, and foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Major Duties and Responsibilities:

The following is a list of duties that is representative of the position that includes but is not limited to:

Under direct guidance, works with an assigned group of pre-school children providing direct instruction; assesses and accurately records individual student data and provides information to site supervisor and/or classroom teacher for required reports; collaborates with site supervisor and/or classroom teacher to plan and implement educational activities; assists in the management and housekeeping of the classroom; collaborates with classroom teacher and/or site supervisor to provide parent education; work as a team with assigned staff; assists with parent meetings; assists in ensuring a safe environment; and performs other related duties as assigned.

Required Qualifications:

Education and Experience:

- Any combination of education equivalent to a high school diploma

To qualify applicants must satisfy all of the requirements listed in one of the following options:

Option 1:

- a. Complete a minimum of 12 semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least three semester units in each of the following core areas:
 - Child/human growth and development
 - Child, family, and community, or child and family relations
 - Programs and curriculum
- b. Complete at least 50 days of experience in an instructional capacity in a child care and development program, working at least three hours per day with the last two years. This experience must be verified by submitting an original letter from the employer on official letterhead.

School age emphasis under this option requires that 6 of the 12 semester units in early childhood/child development be in school age course work.

Option 2:

Possess a Child Development Associate (CDA) Credential.

Term and Renewal:

The Child Development Associate Teacher Permit is issued for five years and is renewable once, for a total of two issuances. To renew, the holder must complete at least 15 semester units toward the Child Development Teacher Permit. By the end of the ten year period, the holder must meet the requirements for the Child Development Teacher Permit.

Knowledge of:

- Universal health precautions
- Concepts of culture and sensitivity to cultural diversity
- First Aid

Ability to:

- Ability to understand and follow oral and written instructions in English. • Interact with and maintain cooperative relationships with all those contacted in the course of work.
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students.
- Physically participate in activities outside the classroom such as recreational activities and field trips.
- Handle information in a discreet and confidential manner.
- Perform clerical procedures and directives in accordance with assigned duties. • Function effectively in a multicultural setting.
- Analyze situations accurately and adopt an effective course of action.
- Be flexible with a positive attitude and possess excellent interpersonal skills.

Desirable Qualifications:

- Awareness of developmental levels in areas of instruction.
- Experience with planning, organizing, and supervising preschool activities and instruction.
- Ability to communicate effectively in Spanish.