



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

PRESCHOOL TEACHER

DEFINITION

Under the direct supervision of the Site Supervisor, this individual must be qualified as a California State Licensed Teacher and ensure the development and safety of these children in accordance with relevant licensing policies. This position must be reliable, responsible, flexible, and enjoy working with children ages 2-5, provides assistance in the planning and development of the classroom curriculum as well as the supervision and instruction of a preschool classroom. Responsibilities include assisting in leading daily lessons; supervise children in and outside of the classroom, including lunch and nap time.

EXAMPLES OF DUTIES

- Prepare, plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Develop culturally and age appropriate programs and activities, as well as activities that introduce math and literacy concepts.
- Provide weekly and monthly scheduled lesson plans.
- Prepare and serve snacks. Follow daily classroom menu.
- Help put children down for naps. Attend to basic dressing/bathroom or diapering assistance.
- Ensure equipment and facilities are clean, well maintained and safe at all times.
- Be familiar with emergency procedures and share responsibility of monthly drills and safety procedures.
- Ensure children are supervised at all times in the classroom and outside play area.
- Comfort children and build their self-esteem.
- Observe children and note their developmental progress on a monthly basis.
- Read classroom communication log on a daily basis and initial when read.
- Promote literacy and early education programs.
- Provide basic First Aid and maintain a safe environment.
- Participate in community and school activities and special events.
- Additional duties as assigned.

QUALIFICATIONS

Ability To:

- Create developmentally appropriate daily activity plans to meet monthly curriculum expectations.
- Nurture and comfort young children.
- Provide a safe and secure environment for children to feel comfortable.
- Provide positive reinforcement, build a child's self-esteem, and implement positive discipline when required.
- Establish routines and provide positive guidance.
- Demonstrate effective verbal, listening and communication skills to children and adults.
- Observe children and make note of their social and educational progress/development.
- Be respectful of children and parents viewpoints.
- Integrate special needs children in a positive, respectful and appropriate manner.
- Discuss children's development with parents and coworkers.
- Discuss disciplinary issues with parents in an appropriate and sensitive manner.
- Keep parents informed of program expectations, program activities and their child's progress.
- Discuss identified issues and needs with professionals as appropriate.
- Demonstrate ability to work as a team; time management and problem solving skills while keeping and have the ability to make decisions effectively and calmly.
- Attend all staff meetings and recommended training programs and conferences that relate to the improvement of early childhood education.
- Participate in community and school events and activities (i.e. Open House, graduations, department and city events). Perform basic documentation and record keeping.
- Maintain professional attitudes with coworkers and program.
- Maintain confidentiality about children, their families, and other employees in and outside of program.

EXPERIENCE/ LICENSE

This position requires 12-24 ECE/CD units with core courses plus 16 GE units. Applicants must have at least 2-3 years' experience working with children ages 2-5. In addition to any specific qualifications, all positions will require fingerprinting, a current TB test, and be in possession of CPR, AED & First Aid certifications by the first day of employment. Applicants must possess a valid California Driver's License.

All positions require certain physical abilities which may include occasional to frequent standing, sitting, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, running and climbing in the performance of daily activities, as well as the ability to withstand working in an outdoor environment with exposure to sun, dust, wind, pollen and vegetation. Positions may also require physical coordination, repetitive movements, and the ability to lift and carry up to 50 pounds.