

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PRESCHOOL TEACHER/SUPERVISOR**

DEFINITION:

Under supervision of the Director of Early Childhood Education, the Preschool Teacher/Supervisor teaches children in a State Preschool classroom, supervise staff and manage the classroom under the regulations of Title 5, Title 22 and Tehama County Department of Education policies.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Maintains safety and appearance of the State Preschool facility.
- Determines individual goals and objectives through the following: assessment, personal observation, consultation with specialists, and parental input.
- Creates and executes individual instructional programs as determined through assessment and established objectives. Presents these programs to students in a one-to-one or group setting.
- Make decisions regarding student welfare and safety, including counseling students regarding conduct and self-discipline. Maintains classroom behavior and establishes disciplinary procedures.
- Keep accurate records regarding attendance, student progress, etc. Analyzes data and takes appropriate measures to adjust individual goals and objectives, including, but not limited to, parent conferences, parent educational meetings, etc.
- Performs a daily health check of children and makes appropriate referrals as needed.
- Supervises teacher(s), assistant(s), and volunteers at the preschool site.
- Responsible for parent meetings, parent participation, developing, maintaining, and supporting a Parent Advisory Council (PAC).
- Makes home visits as necessary.
- Maintains confidentiality.
- Operates various office machines.
- Attends professional growth activities and other school functions and staff meetings.
- Performs related work as assigned.

If assigned to an itinerant position the employee will be required to drive frequently for department business.

QUALIFICATIONS and REQUIREMENTS:

- Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

- Completed Criminal Record Statement.
- EMSA (Pediatric CPR/First Aid) Certification and Preventative Health Class.
- Hold or qualify for Child Development Site Supervisor permit or higher.
- Two years experience as a teacher in a preschool program.
- Computer literacy including email and data entry.
- Valid California driver's license and evidence of insurance (if assigned to an itinerant position).
- Bilingual (Spanish) desired.

KNOWLEDGE OF and ABILITY TO:

- Understand and implement methods, procedures and policies of the department.
- Apply record keeping procedures and practices.
- Execute proper English usage, spelling, grammar, and punctuation.
- Understand and follow oral and written directions.
- Understand, use and stay current with a variety of computer programs such as Microsoft Word and the use of email.
- Apply strong verbal, written, mathematical, and interpersonal skills.
- Implement discretion, tact, and confidentiality when meeting with parents and the public.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects; may occasionally lift and stack heavy objects not to exceed 25 lbs. This type of work involves sitting, standing and walking for frequent periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.