

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

**DEFINITION:**

Under supervision of the Director of Early Childhood Education, the Preschool Teacher teaches children in a State Preschool classroom.

**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, which 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, and consultation with specialists and parental input.
- Creates and executes individual instructional programs, as determined through assessment and established objectives. Is aware of the families' cultures and is culturally sensitive to all. Presents these programs to students in a one-to-one or group setting.
- Makes decisions regarding student welfare and safety, includes counseling students regarding conduct and self-discipline. Maintains classroom behavior and establishes disciplinary procedures.
- Keeps 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.
- Oversees assistant(s), paraprofessional(s), and volunteers.
- Is responsible for their classrooms, parent meeting, parent participation,
- Maintains confidentiality.
- Operates various office machines
- Attends professional growth activities and other school functions and staff meetings.
- Other job related duties as assigned.
- Drive occasionally for department business (optional).

**QUALIFICATIONS:**

- Hold or qualify for Child Development Teacher permit or higher
- High school education or equivalent
- Strong verbal, written, mathematical, and interpersonal skills
- Personality to maintain human relationships required by a public service agency.

Knowledge of:

Methods, procedures and policies of the department; record keeping procedures and practices; proper English usage, spelling, grammar, and punctuation; bookkeeping practices and equipment.

Ability to:

Understand and follow oral and written directions; Exercise discretion, tact, and confidentiality when meeting with parents and the public; ability to read, write, speak, and understand English well.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

Experience (paid or volunteer) working with children.

EDUCATION:

Equivalent to the completion of the twelfth grade.  
Hold or qualify for Child Development Teacher permit or higher.

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 frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting, walking or standing, and may involve some running.
- 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.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.