



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION TEACHER – STATE PRESCHOOL

### DEFINITION:

Under general supervision of the State Preschool Director and the Site Supervisor, this position is responsible for planning and implementing required curriculum as well as provide a safe and developmentally appropriate program to promote the social, emotional, and physical development of each child.

### 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.

- Collaborate with site team to ensure a safe, clean learning environment for children and families within the Preschool Program.
- Maintain a collaborative, positive attitude while working with colleagues, volunteers, families and community members.
- Develop a positive relationship with each child, family member and colleagues.
- Collaborate with site team to ensure the development, preparation, and facilitation of weekly lesson plans based on children's interests and learning goals.
- Collaborate with site team in determining children's individual goals and objectives through the following: assessment, observation, and consultation with specialists and family members input.
- Ensure the gathering of evidence of learning for each child's growth and development according to the DRDP-2015 adhering to mandated due dates (anecdotal notes, running records, check off sheets, photos, video, etc.).
- Maintain a learning portfolio containing individual evidence and observations of each child's progress according to the DRDP-2015.
- Demonstrate culturally sensitive interactions and an awareness of individual family cultures.
- Collaborate with site team educators to ensure a yearly Preschool Environmental Rating Scale is completed for the preschool site during the month of December.
- Partner with site team in making decisions regarding child welfare and safety, including supporting children with guidance and self-regulation.
- Collaborate with site team to maintain classroom behavior following all guidance procedures.
- Keep accurate records regarding attendance, student progress, etc.
- Collaborate with site team to analyze data to individualize for children and make informed site instruction decisions.
- Perform respectful daily health checks of children assuring children are well enough to attend school.
- Partner with Site Supervisor to support the assistant(s), paraprofessional(s), and volunteers.
- Ability to check email daily, complete time sheets and use AESOP appropriately for absences.
- Display a sincere, nurturing, caring attitude toward all children.
- Attend and implement new learning and program expectations from professional learning activities and other program functions and staff meeting.
- Sit with children during all meal times demonstrating conversation and preschool mealtime interactions.
- Responsible for collaborating with program educators to plan and facilitate family engagement events.
- Report suspected child abuse.
- Other job related duties as assigned.
- Drive occasionally for department business (optional).



#### EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Current, valid Child Development Teacher permit or the ability to obtain this level of permit:
  - OPTION 1: 24 units ECE/CD including core courses (English/Language Arts, Math or Science, Social Sciences, Humanities and/or Fine Arts) plus 16 units in General Education AND 175 days of 3+ hours per day of experience within 4 years.
  - OPTION 2: Associates of Arts Degree in ECE/CD or related field with three (3) units of supervised field experience in ECE/CD setting.
  - The employee is responsible for completing the criteria set forth by the Commission on Teaching Credentialing for this level of permit. TCDE will evaluate all transcripts of all post-secondary education to determine eligibility. A post-secondary degree is not automatically qualifying.
- Completed Criminal Record Statement.
- EMSA (Pediatric CPR/First Aid) Certification and Preventative Health Class.
- Valid California driver's license and evidence of insurance.

#### KNOWLEDGE OF:

- Early childhood development including, but not limited to social/emotional (trauma informed practice), language and literacy, cognitive, and physical development.
- Computer software and applications needed to perform essential functions.
- Effective family engagement strategies and practices.

#### ABILITY TO:

- Maintain confidentiality.
- Understand and Implement developmentally appropriate practices.
- Make decisions regarding child welfare and safety, including assisting children regarding behavior and self-discipline.
- Exercise discretion, tact, and confidentiality when meeting with parents and the public.
- Interact appropriately and positively with children at all times.
- Display a sincere, nurturing, caring attitude toward all children.
- Read, write, speak and understand English.
- Read, write, speak and understand Spanish preferred.
- Demonstrate an interest in working with children, parents and volunteers.
- Implement, as mandated, the Desired Results Development Profile (DRDP-2015), Preschool Environment Rating Scale, and Classroom Assessment Scoring System (CLASS).
- Understand and follow policies and procedures of the department.
- Understand and follow oral and written directions.
- Demonstrate success in working as a team member.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to stand, walk, sit, and reach with hands and arms.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must be able to exert up to 10-25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for some of the time.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment, and work with various materials and objects.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



Tehama County Department of Education  
Job Description  
Teacher, State Preschool

Official: MD  
Effective: 08/05/19

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.

**HRS Office Use Only**

Created: February 6, 2009 Revised: August 5, 2019

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: August 5, 2019