

ASSOCIATE PRESCHOOL EDUCATOR

DEFINITION:

Under direction of the Preschool Coordinator, plan, organize and implement approved developmentally appropriate curriculum for the development of children enrolled in the District preschool program; provide a safe and nurturing environment conducive to the growth and development of children.

CLASS CHARACTERISTICS:

Both the Preschool Educator and Associate Preschool Educator classes are fully permitted to provide instruction at a State authorized preschool and to provide daily direction to a Preschool Instructional Assistant and Instructional Aide assigned to the same classroom. The Associate Preschool Educator class differs from the Preschool Educator class in that substantially less experience and education in CD/ECE is required and the Associate class has a Child Development Associate Teacher Permit instead of the Child Development Teacher Permit.

EXAMPLES OF DUTIES:

Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District. *E*

Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs. *E*

Develop and implement daily lesson plans to meet developmental needs and interests of children. *E*

Conduct developmental assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records. *E*

Assist in identifying children with special needs and refer to proper agencies for testing and evaluation. *E*

Participate with children and encourage their involvement in activities. *E*

Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool=s health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforce s positive attitudes and social skills. *E*

Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child=s self-esteem. *E*

Conduct parent conferences on children=s school adjustment, developmental progress and classroom behavior. Provide parent education. *E*

Conduct one home visit for each child prior to the beginning of school. *E*

Develop positive public relations through communication and activities. Involve parents and families in school activities. Plan with other Facilitators and collaborating agencies to implement family activities. *E*

E denotes an essential function of the job.

Attend staff meetings.

Participate in training workshops, conferences, courses and other professional growth activities as required for early childhood school educators.

Maintain all appropriate records in compliance with State Preschool and licensing guidelines.

Provide training and work direction to aides/assistants and volunteers; participate in evaluations as requested.

Change children=s clothes and tend to injuries, illnesses and toileting needs as necessary.

Assure appropriate classroom supplies and materials are available; order, purchase and transport materials as necessary following District=s procedures for purchasing and ordering.

Perform related duties as required.

SUPERVISION:

Direction is received from the Preschool Coordinator.

Leadership and/or direction is provided to Preschool Instructional Assistants, Instructional Assistants and parent volunteers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool age children.
- Early childhood curriculum areas, appropriate methods for implementation and assessment.
- Methods of instruction appropriate for preschool age children.
- English usage, grammar, spelling, punctuation and vocabulary.
- Preschool and District philosophy and policies.
- Safe practices in classroom and playground activities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Health and safety procedures and techniques.

Ability to:

- Plan, organize and implement approved curriculum for the development of enrolled children.
- Develop daily lesson plans in accordance with established policies.
- Maintain a clean, safe, attractive and positive learning environment.
- Communicate effectively with children and adults orally and in writing.
- Observe and evaluate student learning.
- Demonstrate patience, respect and understanding of others.
- Demonstrate cross-cultural sensitivity and respect.
- Work independently and prioritize projects.
- Maintain records, equipment and facilities in an effective manner.

- Provide for the safety, health and psychological needs of children.
- Make responsible decisions regarding the welfare of children.
- Use discretion and judgment in handling confidential material.
- Establish and maintain effective working relationships with others.
- Adapt to changes in schedule and work environment.
- Train and provide work direction of others.
- Observe health and safety regulations.
- Be resourceful, show initiative and use integrity and discretion.

EDUCATION AND EXPERIENCE:

Graduation from High school or equivalent and 12 units of CD/ECE college course work including specific core courses and possess a Child Development Associate Teacher Permit with written acknowledgment of the requirements to complete 15 additional units toward the CD Teacher Permit and within 5 years complete requirements for California Child Development Teacher Permit. The experience required is 50 days (min. 3 hrs/day) of experience in the last 2 years in a licensed day care center or comparable group child care program.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a preschool classroom and/or playground environment without direct guidance from supervisor. Employment contingent upon passing a physical and back evaluation test.

LICENSES REQUIRED:

- Child Development Associate Teacher Permit.
- Possession of a valid CPR and First Aid Certificate.

Adopted by Personnel Commission 6/12/03
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