

Mountain View Whisman School District Human Resources Department	Job Title: Preschool Teacher
Classification: Preschool Teacher/Permit Salary Schedule	Date Proposed: Nov 2018

Definition

Under the supervision of the Director of Preschool Programs, the Preschool Teacher will provide service in the care, development and instruction of children in a high quality, early education program.

Qualifications

- Minimum of an AA Degree with 3 years of experience AND a Site Supervisor Permit OR
- BA Degree with 1 year experience AND Site Supervisor Permit or higher
- Valid California Driver's License
- Current First Aid, CPR and Infectious Diseases certification
- Commitment to continued education/training with 21 hours of annual professional development

Example of Duties & Responsibilities

Preschool Teachers duties and responsibilities include, but are not limited to, the following:

- Adhere to program policies, guidelines and quality assurance requirements for all regulating bodies and funding sources including, but not limited to, the school district, Community Care Licensing (Title 22) and the California Department of Education (Title 5)
- Supervise instructional assistants, parent and community volunteers (maintaining a 1:8 adult/child ratio)
- Data driven lesson planning and intentional teaching of learning objectives informed by the Preschool Learning Foundations and with the curriculum and strategies adopted by the preschool program
- Maintain a developmental profile for each child which documents physical, cognitive, language, social and emotional development (including monthly observation notes, work samples, photographs and assessments)
- Complete student assessments and screenings (including the DRDP, ASQ/ASQ-SE and the MVWSD Preschool Developmental Progress Assessment)
- Develop student goals and action plans based on student assessment and screening results
- Support the health and well-being of each student by facilitating parent/family referrals to preschool resource staff when needed
- Inclusion of students with special needs by referring students when there are concerns of developmental delays, attending IEP meetings and supporting IEP goals within the regular instruction
- Maintain allergy, medical alert and child custody records and authorized pick-up lists as required for students safety – administer emergency medication when needed, follow medical emergency procedures and ensure that students are picked up by authorized adults
- Regular verbal and written communication with parents through daily interactions, newsletters/notices, meetings and conferences
- Recruit parent representatives and collaborate with the Preschool Parent Advisory Committee
- Plan, facilitate and support family engagement activities and events including, but not limited to, workshops Back to School Night, Open House, field trips, promotion ceremonies and the Raising a Reader program
- Attend and actively participate in staff/collaboration meetings and staff development events
- Maintain a safe, clean and organized classroom with an appropriate supply of instructional materials and furnishings in good repair
- Participate in training and coaching that supports the program philosophy, funding requirements and established indicators of a high quality, early childhood education program

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Site Director Designation

Qualifications

- BA Degree and Child Development Site Supervisor Permit or higher
- Five years experience as a preschool teacher and supervising staff
- Certification/Title 22 training
- Knowledge of Title 22 and Title 5 regulations

Example of Duties & Responsibilities

When the Preschool Director is available, the designated Site Director is responsible for managing the staff and students on that site, with duties and responsibilities in addition to that of a Preschool Teacher, including but not limited to the following:

- Supervise preschool site staff and maintain required adult/child ratios, arrange for staff coverage if needed
- Support site teachers with parent communication student/program concerns and referring parents to Preschool Director when necessary
- Dispense preschool information to the public and refer to preschool office when needed
- Facilitate phone calls/contacts for late student pick-ups, absence and attendance follow-ups
- Facilitate classroom/site maintenance (make requests for service to the preschool office)
- Plan and facilitate disaster drills and emergency preparedness in collaboration with elementary or middle school site staff
- Coordinate with school site staff to arrange facility space for approved, preschool special events
- Work with community organizations to host approved, on-site events for preschool students and families
- Maintain student enrollment/family data files and staff files per Title 22 and Title 5 regulations
- Meet with licensing and fire department officials during annual/semi-annual visits
- Maintain regular communication with the Preschool Director and preschool office staff

Supervised by: District Administrator and/Director of Preschool Programs

Evaluated by: District Administrator and/Director of Preschool Programs