

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| Position: | Preschool Associate Teacher | | |
| Department: | Child Development | FLSA: | Non-Exempt |
| Reports To: | Child Development Master Teacher | Salary | |
| | | Schedule: | Child Development |

SUMMARY

Assists in implementation of an effective child development preschool program.

NATURE AND SCOPE:

Under the general supervision of the Teacher/Director, the Associate Teacher independently performs duties which are well defined by policy, procedure and mandated regulation. Preparing materials, maintaining records, and assisting students on an individual basis is also required. Incumbents may be required to interact with other faculty, staff, parents, and the general public in exercising their duties.

DISTINGUISHING CHARACTERISTICS

The Associate Teacher is the first level in the Child Development Teacher career ladder. Advancement from the Associate Teacher to Teacher/Director requires job training and additional education requirements.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assists in planning and implementing a program in accordance with state guidelines.
- Provides a safe, nurturing, positive experience for the children.
- Considers the individual child in relationship to his culture and socio-economic background.
- Maintains open and effective home-school communication.
- Assists in developing and implementing effective, developmentally appropriate curriculae.
- Works cooperatively with school site personnel and the Teacher/Director to maintain a quality program.
- Communicates site program needs to Teacher/Director.
- Assists in maintaining site discipline, parent communication, program improvement and school site personnel relations based on licensing requirement Title 22, California Education Code, Title 5 and State Exemplary Standards Program objectives.
- Participates in staff development activities and a program of professional growth.

- Maintains effective relationships with employees, students and children.
- Other related work as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires a basic knowledge of early childhood development theory and programs. Requires a thorough knowledge of policies and procedures, goals and objectives of the Child Development Program. Requires strong communication skills.

Abilities: Must be able to perform all of the duties of the position efficiently and effectively. Requires the ability to develop program elements and activities which meet the standards set by the program coordinator and State and district regulations, codes and laws. Must be able to provide guidance and developmental experiences to enrolled children. Must be able to analyze situations and develop and implement effective responses. Requires the ability to organize, plan and prioritize duties in order to meet schedules and timelines. Requires the ability to communicate formally and informally with a wide range of contacts both within and outside the District.

Physical Abilities: Position involves mobility, bending, carrying and lifting (under 25 lbs.), and working outdoors.

Education and Experience: To align with the California Child Development Matrix, Associate Teacher Permit, the employee must meet the following requirements:

- 12 units ECE/CD including core courses.
- 50 days of 3+ hours per day within 2 years.

License or Certificate: Must hold a valid California Child Development Associate Teacher Permit, and a valid CPR/First Aid Certificate.