

STANISLAUS COUNTY OFFICE OF EDUCATION FULL-YEAR PRESCHOOL ASSOCIATE TEACHER

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CLASS TITLE: Full-Year Preschool Associate Teacher

BASIC FUNCTION:

Under supervision and the direction of the Master Teacher, performs the necessary duties to assist in the planning and implementation of a comprehensive full year child development program for preschool aged children.

REPRESENTATIVE DUTIES:

Assists in planning and implementing suitable full day, full year learning experiences for preschool aged children.

Helps preschool children develop positive interpersonal relationships with peers and caregivers.

Assists in the planning, implementation and evaluation of individual children's programs.

Assists in the observation and recording of children's development and progress.

Supervises and/or participates in outdoor activities with children.

Assists in setting up, monitoring and cleaning up of classroom.

Operates equipment and machines necessary to program operation, e.g., photocopier, washer/dryer.

Does position related clerical tasks, e.g., attendance reports, lunch count.

Functions as an appropriate, positive role model.

Attends appropriate staff meetings and in-service trainings.

May assist children, caregivers and/or parents with communication problems resulting from a limited knowledge of English.

Assists in communicating child and parent needs to appropriate support service personnel in school and community.

Conduct home visits with families as required.

Substitutes as classroom teacher when necessary.

Assists with housekeeping duties, e.g., laundry, disinfecting of toys.

Does related work as required by job-specific position.

KNOWLEDGE OF:

Child growth and development principles.

Policies and objectives of assigned program.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Operation of various instructional equipment.

ABILITY TO:

Work effectively with children and parents and carry out oral and written directions.

Respect the confidentiality of school-related incidents and information.

Operate necessary program equipment.

Maintain positive attitude toward and control of students.

Sustain cooperative relationships with those contacted in course of work.

Bilingual and/or biliterate ability is desirable and/or required for some positions.

Pass employer-paid pre-employment physical/drug screening.

EDUCATION AND EXPERIENCE:

Graduation from high school required. One year experience in an early childhood setting preferred. Enrollment in Associates or Bachelor's degree program in child development or related field preferred.

Three to six units infant/toddler care development desired.

LICENSES AND OTHER REQUIREMENTS:

Pediatric CPR/First Aid certification.

California Child Development Associate Teacher Permit or higher. Infant/toddler care and development desirable.

Valid California driver's license.

Be insurable and maintain insurability.

May be required to provide own transportation.

ENVIRONMENT:

Classroom environment.

Constant interruptions.

Home visits as required.

Drive a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to monitor students and read a variety of materials.

Bending at the waist, kneeling or crouching to assist students.

Standing for extended periods of time.

Dexterity of hands and fingers to manipulate specialized apparatus (e.g. latches, levers and switches on certain devices like gates, cribs and playground equipment) and standard office and classroom equipment.

Pushing, pulling and lifting light-medium weighted objects.

Frequently standing, walking and sitting.

APPROVAL DATE:

October 21, 2009

Revised: May 18, 2012

Revised: July 12, 2012

Revised: April 28, 2016

Revised: August 24, 2016

Revised: November 24, 2020

CSEA APPROVAL: May 11, 2016

FTE: 1.0

UNIT: CFS CSEA

SALARY: Range 7

WORK DAYS: 261