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## LAKESIDE UNION SCHOOL DISTRICT

### Position Description

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TITLE:	Preschool Teacher	CLASSIFICATION:
DEPARTMENT:	Educational Services	WORK YEAR:
REPORTS TO:	Preschool Director	SALARY:

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#### **GENERAL SUMMARY**

Under the general supervision of the Preschool Director is responsible for the enrichment preschool program; performs paraprofessional instructional activities; reinforces instruction in academic, artistic and physical skills; perform a wide variety of clerical and supportive tasks for the preschool; ensures a safe environment for children and staff and to perform other duties directly related to this job description.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Plans and implements preschool curriculum with preschool director and site principal.

Develops daily lesson plans and recommends program changes to enhance program quality.

Supervises activities of children in the classroom, play area and grounds.

Assists with food preparation and the serving of lunches and snacks.

Responsible for communicating preschool program to parents.

Compiles and prepares data for statistical and operational reports including bookkeeping and billing/collections.

Assists in maintaining safe\clean classroom environment.

Attends staff meetings as required.

Operates audio visual equipment as necessary.

Provides assessments, completes progress reports and conferences with parents.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of general concepts of child growth and development and behavior characteristics.

Ability to maintain a neat, orderly and attractive learning environment.

Ability to demonstrate an understanding, patient, warm and receptive attitude toward children.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

#### **WORKING CONDITIONS**

Manual dexterity and physical condition necessary to maintain a rigorous work schedule.

Light to moderate physical effort standing and/or walking for extended periods of time. Lift and move instructional materials and equipment.

Moderate to high stress level.

### **ENVIRONMENTAL CONDITIONS**

Primarily indoor classroom and school setting.

Temperature - normal climate.

### **JOB PARTICULARS**

Tools/Equipment/Work Aids - All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

### **CONTACTS**

Daily contact with children, parents, school and District staff.

Occasional contacts with community members and outside agency personnel.

### **TRAINING AND EXPERIENCE**

One year of paid or volunteer experience as a preschool teacher  
Fifteen (15) hours (or equivalent) of course work in child development.

### **OCCUPATIONAL CERTIFICATES/LICENSES**

High school diploma or equivalent.

First Aid and CPR certification.