

CONEJO RECREATION & PARK DISTRICT

Job Title: Lead Preschool Teacher

Division: Recreation

Summary:

Under general supervision, develops and executes interactive programming to teach critical language, social and motor skills to preschool-aged or prekindergarten-aged children in a preschool setting; provides feedback on student performance to parents; and performs other duties as assigned.

Essential Duties & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, prepares and instructs comprehensive individual and group activities to establish meaningful connections while building language, social and motor skills such as following instructions, playing with others, and using play equipment.
- Creates and provides a safe, encouraging and nurturing learning environment with age-appropriate activities in a child-directed setting; fosters growth and encourages problem solving in preschool children to allow healthy emotional, social and cognitive development at individual pace and developmental stage.
- Educates children on basic fundamental concepts such as shapes, colors, numbers and letters to prepare for next stage of education; establishes routines for classroom with activities focusing on repetitive guiding, instructing and redirecting through storytelling, singing, arts and crafts, dance, and supervised play activities.
- Engages children in a positive manner to make corrections or enforce positive behavior by modeling and practicing mindfulness and positive affirmations; builds trust with consistent positive discipline, supports building self-awareness and self-esteem through socialization and other interactions.
- Communicates effectively with parents and supervisors; partners with parents on children's health and well-being; provides oral and written reports on development, classroom behavior and curriculum to parents and administration according to the District's protocol and procedures; responds to questions and inquiries from guardians and administration.
- Designs, organizes and updates curriculum according to child development framework; evaluates and analyzes success of programs and activities; adjusts programs to meet children's needs.
- Orders and organizes classroom supplies and equipment; maintains associated budgets for supplies and equipment; places purchase orders according to the District's policies and procedures.
- Provides guidance and direction to other teachers on all classroom activities; defines and assigns responsibilities of aides and volunteers.
- Maintains a safe and clean learning environment including daily cleaning, setup and breakdown of classroom.

Other Duties & Responsibilities:

- Plans special events, prepares calendar and promotes events.
- Organizes children's files and follows the District's record-retention standards, policies and procedures.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: graduation from a two-year program with an associate degree in addition to having at least 2,000 hours of relevant work or volunteer experience with at least 12 units completed in early childhood development education. Must be at least 18 years old.

Language Ability:

Ability to communicate effectively with coworkers, children, parents, staff and the public. Ability to read, analyze and interpret documents such as District policies and procedures. Ability to write routine correspondence using correct spelling and grammar. Ability to communicate effectively in English in both written and oral form.

Math Ability:

Ability to add, subtract, multiply and divide whole numbers, fractions, and decimals.

Reasoning Ability:

Ability to use independent judgement and take appropriate action to ensure the safety of children and staff. Ability to deal with emergencies and stressful situations.

Certificates and Licenses:

- First Aid/CPR/AED certification within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- Proof of negative TB skin test.

Other Required Skills

Ability to relate positively to young children, parents and staff. Ability to interpret and apply safety and sanitation guidelines for classrooms. Ability to lead curriculum planning, mentor other preschool staff, and train staff on curriculum preparation. Ability to work independently with limited supervision.

Supervisory Responsibilities:

This position has no supervisory responsibilities. The employee may provide guidance or direction to other part-time employees and to volunteers.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically works indoors, but is regularly exposed to outdoor weather conditions. The employee may occasionally be exposed to biological hazards. The noise level in the environment is moderate.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands or fingers to touch, handle or feel; use hands and arms to reach; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Vision requirements include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus and see well in poor lighting. The employee is regularly required to lift up to 10 pounds, frequently up to 25 pounds, and occasionally up to 50 pounds.

Note: This position is a license-exempt position pursuant to the California Health and Safety Code and is not subject to the California Education Code or the California State Teachers Retirement system.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.