

PRESCHOOL TEACHER  
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to planning, implementing and teaching age appropriate activities and/or programs for preschool age children at assigned City facilities.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Stimulate interest while teaching and supervising program activities such as social activities, organized games, special events, arts and crafts, drama and sports

Maintain positive student and parent relationships and follow disciplinary procedures.

Maintain a safe, clean, orderly and pleasant classroom environment.

Notify appropriate staff of any problems with regard to site maintenance, children and parents, and makes recommendations as necessary.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Plan weekly lesson plans, monthly calendars and newsletters.

Assist with and maintain annual budget; purchase of supplies and equipment.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of understanding of the preschool aged child with regard to interests, skills, special needs, recreational activities and program planning of such activities.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Modern office equipment, methods, procedures, and computer hardware and software.

Principles and techniques of first aid and CPR.

Principles and practices of safety management.

Report writing techniques.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; interpret, understand and follow policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.

Lead a variety of activities and apply knowledge to an actual preschool program and the children therein.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Supervise, train and evaluate assigned temporary staff.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR if certified.

Learn to operate a computer as necessary to perform job duties.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Communicate tactfully with customers.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Two (2) years of work experience in a preschool setting.

Training:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, GED, or higher level degree and completion of twelve (12) college units in early childhood education.

License or Certificate

Possession of CPR and First Aid certificates within 6 months of hire.

06-19-18	
07-04-09	
03-10-05	Preschool Teacher
12-18-99	Program Coordinator
08-07-85	
10-30-73	
-67	Recreation Specialist