

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Teacher - State Preschool	Reports To:	Administrator
Department:	Child Development Programs	Classification:	Non-Management
FLSA:	Non-Exempt	Work Year	Ten (10) Months
		Salary:	Schedule D

I. DESCRIPTION OF POSITION

Under the direction of the Administrator – Child Development Programs, the preschool teacher plans and conducts a program that is developmentally appropriate for preschool age children.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Provides a coordinated program for children, integrating all required components including basic care, education, social service, and nutrition and parent involvement.
- B. Plans and implements appropriate daily experiences based upon the objectives of the program and shows evidence of being consistently prepared.
- C. Selects appropriate learning materials, utilizes appropriate materials for the learning task, and assists students in understanding the relationship of materials to concepts to be learned.
- D. Maintains appropriate classroom control, shows respect for students and their ideas, encourages participation consistent with objectives of lesson, promotes recognition of others' rights and ideas, counsels with students displaying inappropriate behavior or performance, and directs the activities of the class appropriate to learning tasks.
- E. Establishes appropriate relationships with students, actively interacts with students, and demonstrates enthusiasm, intellectual stimulation, and organization.
- F. Helps to develop each student's self-image, respects the dignity of each student, and strives to develop positive student attitudes of self-worth and confidence.
- G. Encourages students to accept responsibility, educates students about the rights and responsibilities of living in a democracy, encourages participation in school activities, promotes the worth of accomplishments and self-discipline, and allows for individual responsibility and freedom commensurate with maturity level.
- H. Maintains cooperative, professional attitudes with peers and supervisors.
- I. Plans and maintains a physical environment that is conducive to meeting the objectives of the program, and safety, health and Title V requirements.
- J. Serves meals according to program recommended procedures.
- K. Completes and maintains student and program forms and records.
- L. Plans and participates in activities designed to include parents in the education of their children.
- M. Observes and records significant individual and group behavior of children.
- N. Takes all necessary and reasonable precautions to protect students and to ensure the care and protection of school property.
- O. Assists in upholding and enforcing school rules, administrative regulations and district policy.
- P. Attends and participates in faculty meetings and program in-service training.
- Q. Follows a planned professional growth program, participates actively in local, state and national professional education associations, and studies local, state and national guidelines for effective child development.
- R. Performs related duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California Children’s Center Teacher Permit.
- B. Possession of an infant CPR/First Aid certificate.
- C. Three units in Administration and Supervision required for some assignments.
- D. Possession of an AA degree is desirable.
- E. Possession of a Bachelor’s Degree is desirable.
- F. Bilingual ability is desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Principles, practices, trends, goals and objectives of early childhood education.
- B. Title V licensing regulations.
- C. Needs of a culturally and linguistically diverse student population.
- D. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Work cooperatively and effectively with other teachers and administrators.
- B. Supervise the performance of assigned staff and volunteers.
- C. Meet schedules and timelines.
- D. Work independently with minimal direction.
- E. Plan and organize work.
- F. Demonstrate effective communication skills both orally and in writing.
- G. Use a computer.

V. WORKING CONDITIONS

Environment:

School site.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____
Randolph E. Ward, Ed.D, State Administrator

Date: _____

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.