

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Preschool Teacher	REPORTS TO:	Site Principal or Designee
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated Bargaining Unit
FLSA:	Exempt	WORK YEAR:	Teacher Work Year (186/187 Days)
BOARD APPROVAL:	February 21, 2017	SALARY:	Certificated Bargaining Unit Schedule

SUMMARY DEFINITION:

Under the direct supervision of the school site administrator, the teacher provides standards based instruction in one or more subject areas and assessment to meet the academic, social and emotional needs of all students. Performs reasonable non-teaching duties as assigned. May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals. Maintains professional competence through participation in professional growth activities. Classroom teachers shall be evaluated by the site administrator.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E= Essential Functions

Engage and support students in instruction and learning geared towards the needs of preschool pupils from economically impoverished homes. **E**

Use instructional materials suitable for multimodal instruction of pupils with a wide range of mental, physical, and emotional maturities. **E**

Create and maintain appropriate physical and psychological environment to establish and reinforce acceptable student behavior, attitude, and social skills. **E**

Plan schedules and routines to ensure physical activity, rest, and playtime. **E**

Develop in each pupil an awareness of his worth as an individual and his role in family and community. Encourage students to express themselves creatively in art, music, and dramatic play. **E**

Support and consistently enforce school and district policies. **E**

Continue developing as a professional educator through self-selected and district provided staff development. **E**

Provide proper supervision of students during the assigned workday. **E**

Plan and prescribe purposeful assignments for paraprofessionals, assistants, and/or volunteers as needed. **E**

Communicate with parents/ guardians regarding student progress and student needs. **E**

Promote positive interpersonal relationships among peers, staff, students and parents/guardians. **E**

Actively participate as a team member in the special education process, when student's needs indicate such support. **E**

Recognize learning issues as well as emotional, developmental, or health-related problems and make appropriate referrals. **E**

Plan and implement a program of study to meet individual needs of students. **E**

Create and maintain a safe and healthy environment for student learning. **E**

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university. Progressive postgraduate training and experience in the areas of educational leadership, curriculum development and instructional methodology.

LICENSES AND OTHER REQUIREMENTS:

Holds an appropriate, valid California teaching credential as designated by the State.
Holds a valid Child Development Teacher Permit

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

The principles of early childhood development.
The techniques and procedures for observing and recording children's behaviors.
District, state, and national standards, curriculum, and assessments.
Researched based instructional techniques for implementation of the district's curriculum.
Intellectual, emotional and social development of students.
Educational technology applications.
Data analysis to plan instruction.

ABILITY TO:

Work with a variety of instructional groups in student-centered classroom
Use data and assessment to plan and implement instruction
Communicate clearly with staff, students and parents
Work collaboratively with peers, students and parents
Develop effective conflict resolution strategies
Provide a positive school climate

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Classrooms and general school campus environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a

computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store books, materials, files and supplies; lifting light to medium weight objects.

APPROVALS:

Keith Rogenski

2/27/17

Keith Rogenski
Assistant Superintendent, Human Resources

Date

W Schmitt

2/27/17

Rick Schmitt
Superintendent

Date