

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Assistant Teacher (Preschool)
WORK YEAR: 180-220-Day dependent on site

JOB DESCRIPTION: Under the direction and supervision of the Preschool Site Supervisor/Associate Teacher. The assistant is responsible in supervising and interacting directly with the children. Assistant will assist the Site Supervisor/Associate Teacher in facilitating all aspects of the planning, organization and implementation of the daily program.

ESSENTIAL JOB TASKS:

1. Assists the Site Supervisor in facilitating all aspects of the planning, organization and implementation of the instructional program, including early literacy and emerging writing in English.
2. Works cooperatively with the Site Supervisor/Associate Teacher, accepts supervision and helps promote a positive atmosphere in the center.
3. Supervises children at all times during indoor and outdoor time.
4. Follows curriculum plans and schedule of the program as directed.
5. Plan, organize, physically arrange and present learning centers, circle time activities and other activities and routines as required by the daily schedule.
6. Maintains confidentiality on children and families served.
7. Assists with meals and snack preparation and clean-up.
8. Assists the Site Supervisor/Associate Teacher to ensure that the supplies and all children's learning tools are available and are in good repair.
9. Assists children with toileting or other special care needs as needed.
10. Assists in maintaining accepted standards of cleanliness and sanitation of program facilities.
11. Participates in on-site and off-site learning opportunities including staff meetings.
12. Follows the procedures for child abuse reporting and understanding the responsibility for action as mandated by law.
13. Contributes to the centers and program evaluation process.
14. All other related duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:
 - * Human development-especially social, emotional, physical, cognitive, language and creative development for the preschool aged child (3-5).
 - * Literacy, phonemic awareness, creative activities and other learning adventures and ideas that will appropriately support and guide preschoolers in their active learning and experiences while in the preschool.
 - * Knowledge of appropriate food handling procedures.
2. **Ability to:**
 - * Follow oral and written directives.
 - * Work cooperatively with all staff members.

- * Accept and utilize comments and criticism from colleagues, supervisors and parents in a constructive way.
 - * Read and write fluently in English.
 - * Lift and move items weighing 35 lbs. independently.
 - * Lift and move items weighing up to 50 lbs. with assistance.
3. Must possess a Child Development Assistant Teacher Permit.
 4. Experience working in a state preschool preferred.
 5. First Aid and CPR certificate required on hire or immediately obtained thereafter.
 6. On-going job development required.
 7. A valid California Driver's License.
 8. Pass a physical exam for job classification.

PHYSICAL/MENTAL CHARACTERISTICS:

1. Mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.
2. Manual dexterity sufficient to write, use telephone business machines and operate an automobile.
3. Vision sufficient to read printed materials.
4. Hearing sufficient to conduct in persona in telephone conversations.
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances, on the telephone and in addressing groups.
6. Physical agility to push/pull, squat, turn, bend, stoop and to reach overhead.
7. Physical mobility sufficient to move about the work environment) classroom, office, District, from school or home and site to site) and to drive an automobile.
8. Physical strength sufficient to lift/move thirty-five (35) pounds; fifty (50) pounds with assistance.
9. Physical stamina sufficient to sit in a child/s chair, squat at children's eye level and to stand or walk for prolonged periods of time.
10. Physical, mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment.
11. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

SALARY: **Placement on the CSEA Salary Schedule, Range C**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.