

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

JOB TITLE: *Associate Pre-K Teacher*
WORK YEAR: *180-220 – Day depending on site*

JOB DESCRIPTION: Under the general supervision of the Preschool Teacher, performs the necessary duties to assist in the planning and implementation of a program for children.

ESSENTIAL JOB TASKS:

1. Planning and implementing suitable learning experiences for children.
2. Help children develop positive relationships with peers and adults.
3. Observe and record child development and progress.
4. Supervises and/or participates in playground activities.
5. Introduces new foods and reinforces proper eating habits.
6. Maintains awareness of and care for daily child health needs and refers action as needed.
7. Operates equipment and machines necessary to program operation.
8. Do position-related clerical tasks, e.g. attendance reports, lunch counts, etc.
9. Functions as an appropriate, positive role model.
10. Attends appropriate staff meetings and in-service training.
11. Assists children, teachers and/or parents and community members with communication situations resulting from a limited knowledge of English or Spanish.
12. Performs other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - * Child growth and developmental principles.
2. **Ability to:**
 - * Work effectively with children and parents.
 - * Carry out oral and written directions.
 - * Respect the confidentiality of center related incidents and information.
 - * Communicate intent/philosophy of program to families in community.
 - * Handle stress from daily instruction and care of young children.
 - * Operate necessary program equipment.
 - * Maintain a positive attitude.
 - * Sustain cooperative relationships with those contacted in the course of work.

* Bilingual and/or bilingual ability desirable.

3. A High School diploma or equivalent and a Child Development Associate Teacher Permit.
4. Persons performing service in this position classification will exert 10-20 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
5. This type of may involve running, walking or standing for brief periods.
6. Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
7. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.
8. A valid California driver's license.
8. To pass a physical exam for this job classification.

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

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.

Board Approved: November 2, 2010