



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

STATE PRESCHOOL INSTRUCTOR

DEFINITION

Under direct supervision of the Program Director and site management, provides an educational program for preschool students and performs other duties related to the position.

EXAMPLES OF DUTIES

Participates in planning, organizing and monitoring an age-appropriate instructional program that meets District and State requirements as stated in the Coordinated Compliance Review Manual and State of California Exemplary Program Standards.

Writes and implements lesson plans daily and maintains for State documentation.

Coordinates and assigns the day-to-day activities of the classroom staff and parent volunteers.

Supervises children at play, directs play activities and develops play materials as required.

Evaluates learning needs, monitors progress of students, and keeps accurate records of same.

Utilizes teaching strategies, techniques, materials and resources appropriate for preschool students in accordance with stated goals and objectives of State of California Exemplary Program Standards.

Utilizes strategies that provide a warm, caring and stimulating environment for children.

Keeps pupils, parents, and supervisors informed about individual student progress and/or concerns in accordance with District Policy.

Coordinates shared activity area with school site schedules, supervises and directs play activities.

Assumes responsibility for the safety of children and performs first aid as needed.

Maintains school standards as defined in District Policy.

Completes reports (attendance, accident, progress, program assessment, etc.) announcements, and other routine tasks promptly and efficiently.

Maintains a pleasant, clean and orderly preschool classroom environment.

Establishes and maintains good working relationships and channels of communication with site and preschool staff members, parents and community.

Participates in school activities which promote positive home-school communication (i.e. PTA, Preschool Advisory Council); seeks suitable opportunities to inform the community of educational programs and needs.

Participates in the planning and implementation of parent education or parent involved activities.

Communicates concerns and issues regarding individual students with Program Director.

Accepts field trip responsibility when assigned.

Performs other duties as appropriate and as may be assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of current trends and research concerning the development and behavioral needs of preschool age children

Operation of equipment

Knowledge of Exemplary Program Standards

Knowledge of Kindergarten Curriculum and standards

Ability to:

Communicate effectively, verbally and in writing, in both English and Spanish

Establish and maintain cooperative working relationships

Adapt to a wide variety of individual student needs

Manage and organize a classroom

Lift 25 lbs

Education and Experience

Current First Aid and Infant/Child CPR Certificate

In addition, one of the following is required:

1. Regular, Limited or Emergency Children's Center Permit or qualifications to apply for permits
2. A current credential authorizing teaching service in elementary school or a single subject credential in Home Economics

and

12 units of training in early childhood education or child development, or both or two years' experience in early childhood education or a child care and development program (Ed Code 8360)

Current First Aid Certificate and Infant / Child CPR Certificate required.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS

Vision: (which may be corrected)

Read normal print

ASSOCIATED TASKS

To perform tasks such as to:

Read curriculum and grade student work

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

Hear speech in classroom setting

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects

Turn, raise, and lower head, twist and bend at torso

Lower Body Mobility:

Walk on uneven terrain

Walk on even surfaces

Climb stairs

Bend at waist

Stoop

Stand for prolonged periods of 50 minutes

Strength:

To lift, and/or carry objects which weigh as much as 10 pounds on a regular basis

To push and pull objects which weigh as much as 50 pounds on an occasional basis

Environmental Requirements:

Constant work interruptions

Work around dirt/dust

Work independently

Work cooperatively with others

Work inside

To perform tasks such as to:

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream

Respond to student questions; listen to reading groups

To perform tasks such as to:

Communicate with teachers and students

Reinforce instructions and talk to groups of students

Instruct and supervise students

To perform tasks such as to:

Operate special equipment and appliances; provide physical assistance to students, and write with pencil and pen; use manual or sign language (some positions); use hand to guide hand of student; carry student materials; feed student

Tie shoes, assist students with mobility, watch in all directions when pushing wheel chair in crowded passageways and on playground; and respond to emergencies

To perform tasks such as to:

Supervise students on playground

Supervise students in the classroom setting

Walk to classrooms; follow disaster plan (some positions)

Pick up materials; assist children at desks

Assist students to tie shoes; clean spills; assist student who has fallen to get up

Circulate throughout classroom

To perform tasks such as to:

Lift instructional materials; lift stack of books

Push AV equipment on cart

To perform tasks such as to:

Instruct and supervise students; respond to student questions

Supervise students outdoors

Instruct groups of students in absence of teacher; supervise students during recess

Coordinate activities with teachers and staff

Perform all classroom duties

Mental Requirement:

Read, write, understand, interpret, and apply information at 12th grade proficiency level
Math skills at a 12th grade proficiency level
Copying

Coordinating

Judgment and process information quickly and make quick decisions

Learn quickly and follow verbal procedures and standards

Listen

Demonstrate

Give verbal instruction

To perform tasks such as to:

Read and understand curriculum; reinforce instruction in all subject areas

Reinforce instruction; correct and grade papers

Document information and maintain student records

Set up projects

Work safely and effectively with students

Reinforce teacher instruction; assist teacher by following spontaneous instructions; follow instructions in emergency; follow child abuse reporting procedures

Understand student questions

Reinforce teacher lessons

Instruct and supervise students