

SAN YSIDRO SCHOOL DISTRICT

TITLE: Head Start Permit Teacher
DEPARTMENT: Child Development
FLSA: Exempt
Created: May 2016

REPORTS TO: Director of Child Development
CLASSIFICATION: Certificated
SALARY: Permit Teachers Salary Schedule
Board Approved: May 26, 2016

BASIC FUNCTION: Under the supervision of the site administrator, provides direct supervision, care, and instruction to a group of preschool-age children within a school or center. Supervises and trains Instructional Assistants on their responsibilities within the classroom. Cooperates and complies with District standards as they reflect and relate to their responsibility toward children, parents, staff, and community.

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

- Maintains an orderly classroom environment through the use of lesson planning; developing and practicing positive problem-solving strategies; planning and attending staff meetings; utilizing a child-friendly room arrangements; following District health and safety guidelines; providing regular parent communications; requesting and ordering instructional materials and supplies; and participating in curriculum development programs and staff training within the school or center or at the District level.
- Identifies needs of individual children and requests assistance of and cooperate with parents and other professional staff members in remedying problems.
- Maintains records on each pupil's performance and evaluates pupil progress in relation to short and long range objectives in order to communicate student progress with parents.
- Works cooperatively and communicates effectively and regularly with students, parents and other staff members to insure maximum program benefits for the child.
- Participates in curriculum development programs and staff training/meetings within the center or on the District level.
- Uses available district data information for each pupil and develops procedures to learn more about the pupil's home life.
- Adheres to all program regulations and procedures as contained in the pre-school staff handbook.
- Participates in all Pre-School/Child Care Center activities and is encouraged to attend other district/community activities.
- Assumes responsibility for supervision of Instructional Assistants in the classroom including developing shared room duties and responsibilities, training assistants in appropriate practices and standards, and annual evaluation/accountability.
- Provides developmentally-appropriate learning experiences for children that will further physical skills, develop language abilities, guide social development, develop creative abilities, foster emotional development, and build cognitive skills in relation to math, science, reading, and writing. Through planned curriculum, will be responsible for the selection and arrangement of materials, equipment, and experiences suitable to the developmental needs of the group.
- Provides an environment conducive to maintaining each child's feelings of safety, security, and positive self-worth.

- Develops and maintains a constant awareness for the health, safety, and well-being of the children through specific adult housekeeping responsibilities; instructing children on the correct way to use equipment and materials; employing proper first-aid methods in cases of injury; developing acceptable techniques and routines regarding the daily schedule, toileting, hand washing, eating, sleeping, dressing, and discipline.
- Demonstrates courtesy, tact, and common sense by maintaining a pleasant working relationship with parents and staff and understands, supports, and appreciates the diverse needs of families in the school or center.
- Follows Early Education and District Standards necessary in fulfilling requirements for improvement and other improvement measures established by program funding contracts and annual teacher evaluation.
- Assumes responsibility for supervision of Instructional Assistants in the classroom including developing shared room duties and responsibilities, training assistants in appropriate practices and standards, and annual evaluation/ accountability.
- Possesses the ability to work with new and experienced staff. Knows up-to-date theories, techniques, and methodologies related to curriculum and staff development for both special education and general education teachers.
- Supports parent participation in activities related to their child's education including in-classroom volunteering, parent education sessions, and parent conferences as established by early education funding contracts
- Meets all mandated reporting requirements in compliance with California Penal Code 11164-11174.3.
- Assumes other assigned program responsibilities.

KNOWLEDGE

- Demonstrated knowledge of preschool pedagogy especially as it relates to oral language and English Language Development
- Demonstrated knowledge of technology use in the classroom and for professional development.
- Demonstrated knowledge of curriculum and development, instructional methods and teaching strategies for pre-school age children.
- Demonstrated knowledge of District organization, operations, policies, and objectives.
- Demonstrated knowledge of oral and written communication skills.

ABILITIES

- Ability to identify and determine the basic nature of students' problems and needs.
- Ability to seek out current research and new knowledge about the field and share it with colleagues.
- Ability to maintain current knowledge of applicable provisions of applicable Federal, State and District laws, rules and regulations.
- Ability to meet deadlines and schedules.
- Ability to establish and maintain cooperative and effective working relationships with students and adults.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's Degree
- California Teaching Credential: Child Development Teacher Permit or equivalent
- Current CPR and First Aid Training Certification
- Two year experience supervising children

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)
- Prior experience in supervising children in a Head Start Program

WORKING CONDITIONS

The duties of this position involve considerable public contact requiring discretion and judgment, including interpreting and explaining the schools' programs or policies and procedures. The school setting will be both indoor and outdoor, which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Sufficient stamina and agility to stand, walk, run, sit, squat, bend, crawl, climb, twist, push, pull, and reaching overhead, above the shoulders and horizontally, on a daily basis to perform various activities in the classroom and playground area. Sufficient strength to lift, move, and/or carry a preschool-aged child up to 40 lbs. and various items in the classroom and outdoors up to 25 lbs. Hearing and speaking to exchange information; clarity of speech sufficient to explain, instructional concepts to children and discuss them with adults, seeing to perform assigned duties; sitting or standing for extended periods of time; hearing in a noisy environment and locate the source of a sound; dexterity of hands and fingers to operate a computer keyboard and other office equipment.