

**NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: PRESCHOOL TEACHER

Job Purpose Statement/s: Under the supervision of the Associate Director of Early Childhood Programs, provides an educational program which supports the optimal development of each student and increases parental knowledge and understanding of child growth and development.

Essential Job Functions:

- **Creates** a functional and attractive learning environment with an emphasis on positive feedback for preschool students.
- **Provides** to each preschool student a wide range of appropriate experiences.
- **Develops** in each preschool student a sense of self-worth.
- **Provides** daily activities designed to develop and refine motor skills.
- **Develops** in preschool students creativity, problem-solving and critical-thinking skills.
- **Helps** preschool students understand their own emotions and consideration of the feelings of others.
- **Develops** lesson plans and instructional materials to adapt the program to the goals of the preschool program.
- **Reflects** sensitivity to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds.
- **Coordinates** parent participation and training.
- **Completes** assessment of students at least twice a year.
- **Follows** prescribed method of enrollment and assignment for preschool students.
- **Assures** that sign-in/sign-out procedures are followed for protection of preschool students.
- **Maintains** and **submits** all required logs and records.

Other Job Functions:

- **Perform** related duties as assigned

Job Requirements – Qualifications:

- **Experience Required:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**

Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.

Knowledge of age-appropriate teaching methods, state curriculum framework, education code.

Ability stand and walk for prolonged periods, perform a variety of specialized tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedules and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/color vision/field of vision.

- **Licenses, Certifications, Bonding and/or Testing Required:** Child Development Teaching Permit applicable to level of instruction; Criminal Justice Fingerprint Clearance.