



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**CDC PRESCHOOL TEACHER**

**DEPARTMENT/SITE:** CHILD DEVELOPMENT  
CENTER

**SALARY SCHEDULE:** Classified Salary Schedule  
(Group 1/Group 15)

**LEVEL:** Range 30

**WORK YEAR:** 12 Months

**REPORTS TO:** CDC PRESCHOOL SUPERVISOR

**DATE CURRENT JOB DESCRIPTION APPROVED:**

Board of Education effective: 10/10/2024

**JOB GOAL/PURPOSE:**

Under the supervision and direction of the CDC Preschool Supervisor, to create a preschool environment favorable to promoting social, emotional, physical, and cognitive development using developmentally appropriate practices. The incumbents in this classification provide the school community with the planning and implementation of care, instruction, and supervision for children ages 18 months to 5 years which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

The CDC Preschool Teacher plans and oversees the care and instruction of children ages 18 months to 5 years.

The CDC Preschool Head Teacher serves as a lead, oversees, and participates in the activities and lesson implementation for children ages 18 months to 5 years utilizing proper early childhood education practices and techniques and may be responsible for the day-to-day operation of one site.

The CDC Preschool Supervisor supervises the preschool program consisting of multiple sites and a large staff.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Maintain a positive, developmentally appropriate, organized, and creative learning environment; plan, improvise, and implement the program for the class in accordance with the policies and philosophy of the Child Development Center (CDC).
- Revise as necessary the educational program dependent on the needs of the individual child, recognizing interests, special needs, special talents, and the style and pace of learning.
- Develop and implement developmentally appropriate lesson plans and lead activities that foster social, emotional, cognitive, and academic growth, document behaviors and progress of children; may perform diapering and potty training.
- Facilitate learning centers, play games, assign activities, and read stories to children.
- Act as a liaison between parents and CDC Program, the program site, and the school; greet children and their parents/guardians.

- Report deficiencies in condition of building, grounds, and equipment.
- Promote safe practices throughout the CDC; assure that sign-in/sign-out procedures are followed for student protection; monitor student activities to provide a safe and optimal learning environment.
- Maintain CDC room so that it is child-friendly with attractive bulletin boards, student artwork, etc.; reinforce classroom goals for use in the home environment.
- Prepare teaching materials and reports, monitor classroom inventory, and order food and classroom supplies.
- Complete incident reports, accident reports, daily cards, and written updates for parents.
- Track student progress through evaluations and meet with parents to discuss child's progress as needed.
- Assist with planning and implementing special events and activities.
- Perform cleaning and disinfecting of toys, tables, chairs, desks and other classroom furniture and equipment; set up cots.
- Prepare and serve nutritious snacks.
- Assist with development of parent communications.
- Participate in professional development.
- Participate in parent/guardian meetings to support student development and progress, as needed (e.g. IEP meeting)
- Perform other functions, duties, and tasks related to this class as assigned.

### **JOB QUALIFICATIONS/REQUIREMENTS:**

*(At time of application.)*

#### **Knowledge of:**

- Appropriate curriculum as well as current developments in the fields of child development
- Early childhood education principles and practices; thorough knowledge and understanding of child development including the needs of preschool children; knowledge of approved and effective techniques of child supervision
- Health and safety practices (CPR, First Aid, etc.)
- CDC and District policies, illness policies and procedures, mandated reporting requirements, licensing regulations

#### **Skills:**

- Effectively communicate both in written and oral formats
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Strong interpersonal skills, including use of tact, empathy, patience, and courtesy
- Basic computer skills

#### **Ability to:**

- Relate well to students, parents, other teachers, and school administrators; show mature judgment
- Provide an educational program for students; assist where required in other school programs
- Maintain positive classroom environment; preserve suitable learning conditions; evaluate student progress
- Demonstrate sensitivity to the needs of children and parents of different ethnic, cultural, educational, and economic backgrounds; treat each child with dignity and respect
- Work with general education students, students with IEPs, to support an inclusive environment
- Use audiovisual equipment computers, iPads, copiers, printers, laminators, label maker, cleaning supplies and appliances
- Recognize and effectively respond to the various physical, intellectual, and emotional needs of preschool children
- Effectively supervise preschool children in various activities
- Serve as an effective role model
- Maintain composure under emergency situations and administer first aid for minor injuries and/or

accidents

- Recognize child abuse and neglect and report all findings
- Attend trainings as needed
- Perform related duties as assigned

**EDUCATION REQUIRED:**

High school diploma or equivalent. Completion of twelve (12) semester units or the equivalent in Early Childhood Education including Child/Human Growth and Development, Child, Family and Community, and Program/Curriculum. A.A. or B.A. in Early Childhood Education desired.

**EXPERIENCE REQUIRED:**

Two (2) years of experience in a group childcare setting desired.

**LICENSE(S) REQUIRED:**

- None required

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Classroom, playground and/or other outdoor environments
- Lift and/or carry items and/or children up to 40 lbs.
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise in large outdoor area
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sitting, walking and standing for extended periods of time
- Dexterity of fingers for assisting children
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions