

**PRESCHOOL ASSOCIATE TEACHER**

Job Summary:

Under the direction of the school principal, to include, but not limited to, administer classroom curriculum as stipulated by Preschool Instructor.

Required Qualifications:

- Hold a valid Associate Teacher Permit issued by the Commission on Teacher Credentialing or completion of 12 Child Development Units and proof of Associate Permit Application submitted
- One year working experience in early childhood education or related field.
- Proof of valid driver's license and vehicle insurance

Desired Qualifications:

- Professional demeanor that establishes a desirable example for children

Essential Job Duties:

- Administer all phases of the program with respect to educational, social, and health needs of the child
- Plan and prepare classroom materials
- Attend all parent meetings
- Promote active parent involvement
- Plan field trips to enhance the curriculum
- Adhere to early childhood education philosophy with respect to teaching techniques
- Work closely with Preschool Instructor to assure satisfactory progress of each child in the program.
- Prepare classroom activities appropriate to individuals and groups of preschool children
- Perform routine first aid
- Perform general housekeeping tasks
- Participate in any in-service training available
- Perform other related duties as assigned

Ability and Knowledge:

- Skills to motivate students
- Knowledge of basic concepts of nutrition, health, safety and children's physical development
- Knowledge of behavior and learning development of children
- Appropriate English usage, punctuation, spelling and grammar
- Ability to work effectively with children, parent, and staff
- Ability to develop a program according to the needs of the children
- Ability to communicate effectively in oral and written form in English and possible a second language
- Ability to maintain appropriate records
- Ability to physically lift preschool children of different ages and weights
- Ability to establish and maintain cooperative working relationships with students, parents, other school personnel
- Ability to meet schedules and deadlines
- Ability to communicate with individuals from varied educational and cultural backgrounds
- Significant physical abilities include lifting/carrying, reading/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/color vision/field of vision

Days: 184  
Hours: 4 Hrs/Day  
Salary: Paraprofessional Salary Schedule Plus 2%