

**PRESCHOOL INSTRUCTOR**Job Summary:

Under the direction of the school principal, to include, but not limited to, plan and direct all classroom activities of preschool children on a daily basis

Required Qualification:

- Two years of paid or volunteer experience with preschool or primary age children in an organized environment such as day care, preschool center, church or similar setting
- Associates Degree
- Valid Child Development Teacher Permit
- Valid California Driver License
- CPR Certificate

Essential Job Duties:

- Provide guidance to individuals and groups of preschool children
- Prepare classroom activities appropriate to individuals and groups of preschool children
- Evaluate each child's progress and conduct parent conferences as needed
- Prepare appropriate classroom materials and program records
- Perform routine first aid
- Train and provide guidance to classroom volunteers or instructional aides
- 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

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PRESCHOOL INSTRUCTOR PHYSICAL REQUIREMENTS				
<i>Check the frequency of activity required of employee to perform the job</i>				
ACTIVITY (Hours Per Day)	NEVER 0 hours	OCCASIONALLY Up to 3 hours	FREQUENCY 3-6 hours	CONSTANTLY 6-8 + hours
Sitting		X		
Walking			X	
Standing			X	
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand use:				
Is repetitive use of hand required?				X
Simple Grasping		X		
Power Grasping		X		
Fine Manipulation		X		
Pushing & Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

<i>Indicate the daily Lifting and Carrying requirements of the job: Indicate the height the object is lifted from the floor, table or overhead location and the distance the object is carried</i>										
LIFTING						CARRYING				
	Never 0 Hrs	Occasionally Up to 3 hr	Frequently 3-6 hrs	Constantly 6-8+ hrs	Height	Never 0 hrs	Occasionally up to 3 hrs	Frequently 3-6 hrs	Constantly 6-8+ hrs	Distance
0-10 lbs		X			7'			X		200'
11-25 lbs		X			7'			X		200'
26-50 lbs		X			3.5"			X		200'
51-75 lbs		X			3.5"			X		2'
76-100 lbs	X					X				
100 + lbs	X					X				

**Describe the heaviest item required to carry and the distance to be carried:** Books – 30'; Restrain students – 50 to 150 lbs with assistance; Food products – 20'

<i>Please indicate if the job requires:</i>			
	YES	NO	(If YES, briefly describe)
a. Driving cars	X		Seldom-use of school vehicles
b. Working around equipment and machinery?	X		Copier, furniture, paper cutter
c. Walking on uneven ground?	X		School grounds
d. Exposure to excessive noise?	X		Students, mower, fire alarm
e. Exposure to extremes in temperature, humidity or wetness?	X		90% Inside; 10% Outside
f. Exposure to dust, gas, fumes, or chemicals?	X		Cleansers, dust, chalk, sand
g. Working at heights?	X		Step stool
h. Operation of foot controls or repetitive foot movement?	X		Car pedals
i. Use of special visual or auditory protective equipment?	X		Latex gloves
j. Working with bio-hazards such as: blood borne pathogens, sewage, waste, etc.	X		Blood, saliva

**CORCORAN UNIFIED SCHOOL DISTRICT**

**CLASSIFIED**

**PRESCHOOL INSTRUCTOR**