

## STATE PRESCHOOL INSTRUCTOR

### DEFINITION

Develop, implement, and coordinate the Child Development Program in accordance with the needs of the children, school-age students, and other participating students being served; schedule staff to assure that the children are constantly being supervised; prepare and implement schedules, activities, and required record keeping; coordinate and lead the work of the staff of the Child Development Center; and do other related work as required.

### ESSENTIAL FUNCTIONS

Plan, organize, and coordinate the daily instruction activities and supervision of children in an infant/toddler program; develop and implement instruction of children and presentation of lesson plans; maintain a safe and stimulating student environment; supervise children in play and age appropriate activities; supervise Infant Care Instructional Assistants and volunteers; coordinate the practical experiences in the infant center for the student enrollees; coordinate the infant center program with the Parenting Education Component; prepare records and reports; maintain effective working relationships with support staff, parents and the community; attend meetings; handle minor problems related to the supervision of the site; keep records that pertain to the supervision of the site; maintain policies and procedures of admission, attendance and educational goals; assist with purchasing equipment and supplies; assist with arranging for repairs and maintenance; assist with planning for and equipping outdoor areas; make recommendations for custodial care, maintenance, and repairs; monitor supplies; assist the staff in developing a workable plan for using the indoor and outdoor space; implement procedures that lead to wholesome interpersonal relationships between staff members; maintain procedures for keeping accurate records; familiarize the parents of newly enrolled pupils with school policies and procedures; assist with a parent education and parent participation program; communicate with parents in a wide variety of ways; keep health history records and physicians' reports for children and participating parents; monitor the children's routines; welcome visitors to the center and arrange for the visit to be pleasant and worthwhile; perform related duties as required.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Basic first aid and CPR procedures;  
Basic methods and techniques used in working effectively with students, infants and toddlers;  
General needs and behavior patterns of children;  
Basic child development theory and assessment;  
Correct English usage, spelling, grammar, and punctuation;  
Typing, filing and other clerical skills;  
Basic arithmetic;  
Supervision of adults in the workplace.

##### Ability to:

Plan, oversee, and design activities appropriate to infants in a child development program;  
Assist in the selection of staff and substitute staff;  
Communicate with parents regarding program policies, procedure, and individual problems and concerns;  
Administer procedures for the safe admission and release of children;  
Communicate with the site administrator regarding enrollments, activities, schedules, staff, and parent needs;

Ability to (continued):

Instill self-control and responsibility for group participation and conduct, and the importance of being a contributing citizen in the community;  
Select and arrange appropriate materials, equipment, and experiences suitable to developmental needs of the group;  
Maintain constant awareness for safety and health of children, instruct the right way to use equipment and materials, and employ proper first aid methods in cases of accident or injury;  
Demonstrate courtesy, tact and common sense;  
Maintain a pleasant working relationship with parents and staff, and an understanding and appreciation of children's and parents' needs;  
Demonstrate consideration, respect, and warm friendly interest in individual children;  
Provide an environment conducive to maintaining the child's feeling of security;  
Identify individual child needs and requests of assistance of and cooperate with other professional staff members in remedying problems;  
Maintain a classroom atmosphere and programs which enhance children's readiness for later entry into regular school;  
Maintain student profile folders;  
Maintain records, read and understand the policies of the District, assist in the planning and evaluation of the pre-school program;  
Participate in PQR and CCR Reviews as required;  
Conduct regular developmental assessments;  
May work with some children with special needs;  
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

AA (or 60 units) with 24 ECE/CD units (including core); plus 6 units administration and 2 units in adult supervision.

Experience:

Two years experience working with infants and toddlers, and at least one year of supervising adults in a child development setting.

REQUIRED LICENSES AND CERTIFICATES

Possession of valid Child Development Site Supervisor permit and current first aid certificate issued by the American Red Cross or equivalent, which includes training in pediatric first aid, pediatric CPR, and blood pathogens.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderate work, lifting, carrying, or pulling objects/children weighing up to 50 pounds.

Pre-placement Physical: Class I