

STATE/IASA PRESCHOOL ASSOCIATE TEACHER

DEFINITION:

Under the guidance of the Preschool Teacher, the State/IASA Preschool Associate Teacher will assist in the implementation of the educational program for students in the preschool classroom.

QUALIFICATIONS:

Credential(s): Possession of a valid California Child Development Associate Teacher Permit

Education: A degree in Child Development is desirable

Experience: Experience in a Compensatory Preschool class as well as instructional experience in other educational programs for young children and parents is desirable

DISTINGUISHING CHARACTERISTICS:

The State/IASA Preschool Associate Teacher serves on all days required for the State/IASA Preschool Program as defined in the state Preschool Guidelines. They are placed on the District Classified Salary Schedule based on years of employment in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The State/IASA Preschool Associate Teacher is responsible to the Preschool Teacher. In the absence of the Preschool Teacher, the associate teacher will report to the Director of Preschool Education.

- Assist in providing learning experiences in compliance with school district rules and regulations in language arts, physical education, art, music, health, and other subject matter suited to the needs of pupils from economically disadvantaged homes, utilizing proposed goals and objectives of State Preschool Guidelines as a resource base
- Use instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities
- Perform a substantial role in assisting in the development of each pupil's awareness of his worth as an individual and his role in his family and community
- Provide individual and small group instruction designed to meet individual needs of pupils in communication skills, health habits, physical skills, and development of satisfactory self-concepts
- Comply with proposed goals and program objectives
- Assist in providing appropriate climate to establish and reinforce acceptable pupil behavior, attitude, and learning problems
- Cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
- Assist in creating an effective environment for learning through functional and attractive displays, interest centers, and exhibits of pupil's work
- Maintain professional competence through in-service education activities provided by the district and/or self-selected professional growth activities
- Participate in curriculum and other developmental programs as required
- Participate in staff committees
- Assist in record keeping activities
- Assist with housekeeping duties and food service
- Assist in preparing annual report
- Temporarily perform the duties of the Preschool Teacher in his/her absence
- Other related duties as assigned

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

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Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public