

Enterprise School District
Job Description

Job Title: Preschool Teacher/Site Supervisor
Department: Instructional Services
Reports To: Site Principal
Range: Range F
Prepared By: Administrative Assistant, Personnel
Prepared Date: June 18, 2001
Approved By: Board of Education
Approved Date: November 3, 1999 – Revised April 5, 2000, Revised June 27, 2001

SUMMARY

Under the direction of the site principal plans and delivers developmentally appropriate services to children within the preschool program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under the direction of the site principal: Will work with the preschool program eight hours per day. Each eight-hour day includes six hours' direct student services (two three-hour sessions), one-hour prep and training, and one-hour parent meeting and conference. Plan and carry out preschool lessons with students and parents; supervise instructional aides; attend school staff meetings and inservice days, and order and arrange for necessary supplies and materials; maintain student records and state required records; coordinate day-to-day program operations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

AA degree in Early Childhood Education or related field; experience with special needs children; holds Early Childhood Education Certification/Children's Center Permit; experience as a preschool head teacher and/or site supervisor. Meet requirements as listed on the attached ECE job matrix (Child Development Division/CDE).

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations. Ability to work effectively with parents. Ability to supervise aides. Ability to coordinate with other district programs.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

Instructional Aide Proficiency Certificate; Early Childhood Education Certificate or Children's Center Permit.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.



CSEA President

6-19-01

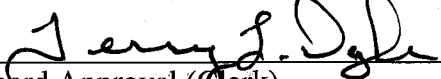
Date



Assistant Superintendent, Personnel

6-19-01

Date



Board Approval (Clerk)

6-27-01

Date