

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Permit Preschool Teacher  
**DEPARTMENT:** Child Development  
**FLSA:** Exempt  
**Revised:** September 2024

**REPORTS TO:** Director of Child Development  
**CLASSIFICATION:** Certificated  
**SALARY:** Permit Teachers Salary Schedule  
**Board Approved:** September 12, 2024

**BASIC FUNCTION:** Under the direction of the Site Administrator and/or Program Director the Permit Preschool Teacher is responsible for the direct supervision, care and instruction of children enrolled in the Preschool Program. Supervises and trains Instructional Assistants on their responsibilities within the classroom. Cooperates and complies with District standards as they reflect and relate to their responsibility toward the children, parents, staff, and community.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Identifies needs of individual children and requests assistance of and cooperate with parents and other professional staff members in remedying problems.
- Maintains an orderly classroom environment and classroom control through proper behavioral techniques.
- Maintains a healthy physical environment - - checks on lighting, temperature, ventilation, and is alert to safety factors.
- Creates lesson plans with instructional activities that adhere to the objectives of the preschool program while meeting individual student differences.
- Develops and prepares materials for unit teaching and daily lessons prior to use.
- Maintains continuity of instruction in day to day lesson planning while selecting appropriate teaching materials for individuals and/or groups.
- Maintains records on each pupil's performance and evaluates pupil progress in relation to short and long range objectives in order to communicate student progress with parents.
- Communicates effectively and regularly with parents to insure maximum program benefits for the child.
- Orders approved instructional materials and supplies.
- Participates in curriculum development programs and staff training/meetings within the center or on the District level.
- Uses available district data information for each pupil and develops procedures to learn more about the pupil's home life.
- Works cooperatively and communicates effectively with other staff members, students and the community.
- Adheres to all program regulations and procedures as contained in the pre-school staff handbook.
- Participates in all Pre-School/Child Care Center activities and is encouraged to attend other district/community activities.
- Assists in the planning of Pre-school/Child Care Center activities.
- Assumes responsibility for supervision of Instructional Assistants in the classroom including developing shared room duties and responsibilities, training assistants in appropriate practices and standards, and annual evaluation/accountability.

- Meets all mandated reporting requirements in compliance with California Penal Code 11164-11174.3.
- Adheres to professional ethics.
- Assumes other assigned program responsibilities.

## **KNOWLEDGE**

- Demonstrated knowledge of preschool pedagogy especially as it relates to oral language and English Language Development
- Demonstrated knowledge of staff development, and mentoring.
- Demonstrated knowledge of technology use in the classroom and for professional development.
- Demonstrated knowledge of curriculum and development, instructional methods and teaching strategies for pre-school age children.
- Demonstrated knowledge of District organization, operations, policies, and objectives.
- Demonstrated knowledge of oral and written communication skills.

## **ABILITIES**

- Ability to identify and determine the basic nature of students' problems and needs.
- Ability to seek out current research and new knowledge about the field and share it with colleagues.
- Ability to maintain current knowledge of applicable provisions of applicable Federal, State and District laws, rules and regulations.
- Ability to meet deadlines and schedules.
- Ability to establish and maintain cooperative and effective working relationships with students and adults.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- AA Degree or Bachelor's Degree
- California Teaching Credential: Child Development Teacher Permit, equivalent or PK-3 Credential
- Current CPR and First Aid Training Certification

### **DESIRED QUALIFICATIONS:**

- Bilingual and Biliterate (English / Spanish)
- Prior experience in supervising children.

## **WORKING CONDITIONS**

The duties of this position involve considerable public contact requiring discretion and judgment, including interpreting and explaining the schools' programs or policies and procedures. The school setting will be both indoor and outdoor, which can include office and outdoor interactions.

## **PHYSICAL REQUIREMENTS:**

Sufficient stamina and agility to stand, walk, run, sit, squat, bend, crawl, climb, twist, push, pull, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies on a daily basis to perform various activities in the classroom and playground area. Sufficient strength to lift, move, and/or carry a preschool-aged child up to 40 lbs. and various items in the classroom and outdoors up to 25 lbs. Hearing and speaking to exchange information; clarity of speech sufficient to explain, instructional concepts to children and discuss them with adults, seeing to perform assigned duties; sitting or standing for extended periods of time; hearing in a noisy environment and locate the

source of a sound; dexterity of hands and fingers to operate a computer keyboard and other office equipment.