

AMADOR COUNTY OFFICE OF EDUCATION
PRESCHOOL TEACHER

QUALIFICATIONS

The person in this position must have one of the following qualifications:

- Children's Center Instructional Permit: regular, emergency or limited.
- A credential authorizing teaching service in elementary school; and either 12 units or training in ECE/CD or at least two years' experience in a child care and development program.
- A single subject credential in home economics; and either 12 units of training in ECE/CD or at least two years' experience in a child care and development program.

EMPLOYEE REPORTS TO:

Site Supervisor and Program Director

JOB GOAL:

To guide students and parents in learning subject matter and skills that will contribute to student development and school readiness.

REQUIREMENTS:

EMSA CPR and First Aid Certification

PERFORMANCE RESPONSIBILITIES:

- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, meets the individual needs, interest, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Prepares for classes and shows written evidence of preparation upon request of immediate superior.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process.
- Employs a variety of instructional techniques and instructional media.
- Strives to implement by instruction and action the Amador County Office of Education philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Assist in the diagnoses and intervention of learning disabilities of students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.
- Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.

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- Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and assist in the evaluation of their performance.
- Strives to maintain and improve professional competence.

- Attends staff meetings and serves on staff committees as required.
- Encourages and monitors parent participation in classroom activities.
- Utilizing budget allotment obtains materials necessary to accomplish program goals and objectives.
- Performs other duties as may be necessary to meet compliance and standards for a state funded preschool program.

PHYSICAL REQUIREMENTS

This position requires the prospective employee to pass a pre-employment physical.

1. Employee lifts/carries 65 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 15 pounds frequently (34-66% of the time).
3. Employee lifts/carries 5 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 14.3 pounds on objects.
5. Employee's position requires pulling a maximum force of 14.3 pounds on objects.

SALARY LEVEL

See the ACOE Preschool Salary Schedule.