



Job Description

Preschool Assistant Teacher

GENERAL DESCRIPTION:

The Preschool Substitute Teacher is employed by Sunset Park and Recreation District provides support to the lead teacher in the classroom for the Learning Ladder Preschool program. This may involve providing leadership on a one-to-one basis or working with groups of individuals as the instructor of program activities.

SUPERVISION RECEIVED:

This position comes under the direct supervision of a Youth Program Coordinator/Director of Programs of the Sunset Empire Parks and Recreation District or an individual assigned by the Executive Director to supervise the duties of the Preschool Assistant Teacher. The Preschool Assistant Teacher is responsible for the following and caring out all of the workplace expectations and policies for the Sunset Empire Park and Recreation.

ESSENTIAL DUTIES:

The essential duties for the Preschool Assistant Teacher include but not limited to:

- Provides substitution for Lead Teacher and demonstrates knowledge, skills and ability in specific areas of expertise, namely, early childhood education for 3-5 year olds
- Follows the philosophy of the program and implements program specifications as directed by the Youth Programs Coordinator and from parent feedback.
- Supervise preschool to meet program objectives concerning education standards, quality, safety, and cleanliness.
- Provide direct service to assigned or designated programs.
- Maintain classroom areas by cleaning up after activities.
- Prepare snack and clean up after snack.
- To issue, receive, maintain and inventory preschool equipment.
- To maintain attendance and activity reports.
- Implement Positive Child guidance and intervention supports
- Lead activities under the direction of the lead teacher.
- Positively and successfully perform tasks within work team dynamics
- Attends meetings as required by Youth Program Coordinator.
- Keeps accurate accident/incident records and time-sheets. Reports all accidents/incidents immediately to Youth Programs Coordinator.
- Attend trainings in order to meet state certification requirements.
- Performs other job related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of leadership and group organization, including planning and implementing a childcare program.
- Principles of group dynamics and group interaction.
- Emergency procedures and accident site management.

Ability to:

- Communicate courteously and cooperatively with other staff and the general public, on the telephone or in person, including handling difficult or irate people.
- Establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.
- Interpret, explain, follow and apply District policies and written instructions.
- Perform general clerical work including maintenance of appropriate records and compiling information for reports.
- Work with minimal supervision.
- Maintain a neat, professional appearance.
- Speak clearly and concisely, in English, both verbally and in written form.
- Lift small children and equipment.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Current First Aid and Infant/Child CPR Certification or the ability to become certified
- Must be 18 years of age or older.
- Complete 18 hours of annual trainings.

PHYSICAL SKILLS

Duties are primarily performed indoors. Requires standing and walking for long periods of time. Incumbent is typically exposed to noises and interruptions, including sudden loud noises, and multiple voices within a crowded environment. The flow of work and character of duties involve normal mental and visual attention much or all of the time. Manual dexterity and coordination is required, making up more than 50% of the work period. Physical exertion may be to lift and carry small children and/or items weighing less than 30 pounds.