



Preschool Teacher Job Description

Job Title	Preschool Teacher
Reports to	Site Supervisor
Status	Full-time/non-exempt
Salary	

Summary

Under the guidance of the Site Supervisor, Education Coordinator, and Program Director, the Preschool Teacher provides quality primary care for children in a safe and supervised early care and educational setting. The Preschool Teacher will promote the social, emotional, physical, and cognitive development of children enrolled in the program. The Preschool Teacher will develop individual goals for children using the DRDP and ASQs. Adhere to all guidelines and requirements set forth by the California Department of Education and the California Department of Social Services, including the Child and Adult Care Food Program (CACFP), as well as those outlined in Title 5 and Title 22

Qualifications

All applicants must be 18 years of age or older to apply.

Education/Experience:

- A degree in child development or a related field is preferred, **but not required**.
- Associate Teacher Permit or Higher: Minimum of 12 CD units, preferably more.
- Experience working in a licensed child care facility

Other Requirements:

- Fingerprint Clearance (DOJ, FBI, Child Abuse)
- CPR/First Aid Certification (current)
- Mandated Reporter Certificate (AB 1207)
- Civil Rights Training for CACFP
- TB Test clearance (current)
- Current Immunization Record (MMR and Tdap)
- Flu shot (can be declined)
- Must pass a health screening
- Spanish (preferred)
- Knowledge of The Creative Curriculum (preferred)
- Excellent written and verbal skills

- Must have reliable transportation

Duties and Responsibilities

- Uphold Plaza Community Services standards, policies & procedures, and professional code of ethics.
- Supervise, monitor, and ensure the safety and well-being of children at all times.
- Must be able to attend training at other locations.
- Planning and implementing the daily curriculum and schedule. Develop lesson plans for the classroom.
- Organize and prepare supplies and equipment for use in the classroom or other settings for lessons and projects.
- Supervise the use of the restrooms, change and launder wet or soiled clothes, change diapers, and assist with toilet training as needed.
- Under Title 22 of the California Code of Regulations, child care providers are required to meet the needs of children at all times.
- Offer a family-style meal service that includes children, in accordance with CACFP guidelines.
- You are required to create an account on the California Early Care Workforce Registry to upload all professional development certificates and your educational background.
- As Quality Start participants, you are required to complete a minimum of 21 hours of professional development annually.
- Performing care-related duties such as preparing meals, eating family-style, and assisting with rest periods with children.
- Effectively serves children with disabilities and their families, making appropriate adaptations for any disabilities and achieving goals and objectives outlined in the child's Individualized Education Plan (IEP).
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- Recording child information, completing classroom forms, and keeping all forms up-to-date.
- Complete DRDPs and maintain portfolios in Learning Genie.
- Confers with each parent to discuss his/her child's growth and development. Complete Parent Conferences with parents in a timely manner.
- Adhere to the Creative Curriculum with consistency, ensuring the delivery of an age-appropriate program that supports and enhances the psychological, social, cognitive, and cultural development of the children in our care.
- Knowledge of CLASS standards and the ability to implement all requirements.
- Attend staff meetings.
- Attend professional development training, educational conferences, and teacher training workshops to maintain and improve professional competence. Weekend training may apply.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

- Perform light housekeeping duties, including cleaning and sanitizing tables, sweeping floors, emptying waste receptacles, and maintaining the indoor and outdoor environments to ensure they are safe, sanitary, and orderly at all times.
- Follow center policies and procedures, including those for health and safety, at all times.
- Must comply with Title 5 and Title 22 rules and regulations at all times.
- Understands the requirements of Mandated Reporter Laws and demonstrates the importance of informing their supervisor/manager of any concerns about children and suspicions of child abuse and/or neglect.
- Perform other duties as assigned by the Supervisor.

Essential Functions

To perform this job, the individual must be able to carry out all essential functions.

- Your work schedule is determined by the needs of the families and may change based on staffing ratios.
- Be an effective team collaborator.
- Work as part of a team with other co-teachers.
- Communicate effectively with parents, the community, and the Plaza staff.
- Understand and apply complex program guidelines and requirements.
- Develop effective and cooperative working relationships with others.
- Able to observe, see, hear, and respond to children's needs.
- Able to lift 30 pounds from the floor to a waist-high table when necessary.
- Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health.
- Able to crouch to a child's height and maintain eye contact at the child's level.
- Able to perform movements that include grasping, touching, pushing, pulling, manual dexterity, and hand-eye coordination.
- Able to determine the cognitive, social, and physical needs of children.
- Able to handle the stress and tension that contact with many children and parents may bring daily.

Guidelines

This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders. This position has been identified as a mandated reporter who is required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon the completion of signed statements acknowledging the responsibilities of a mandated reporter. This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by Plaza Community Services as a condition of employment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Plaza Community Services. Failure to satisfactorily complete the background check may affect the application status of applicants or the continued employment of current Plaza Community Services employees who apply for the position. Plaza Community Services is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military, and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative application method, please email hr@plazacs.org. Plaza Community Services hires only individuals lawfully authorized to work in the United States (Public Law 99-603).