

## Grass Valley School District Job Description

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<b>POSITION TITLE:</b>	<b>PRESCHOOL ASSOCIATE / ASSISTANT TEACHER / TEACHER</b>
<b>PLACEMENT:</b>	<b>CLASSIFIED SALARY SCHEDULE, 182-DAY EMPLOYEE, STEP M, L, OR C</b>
<b>REPORTS TO:</b>	<b>PRESCHOOL SITE SUPERVISOR</b>

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### **SUMMARY:**

Assists the Site Supervisor and other teaching staff with the planning and implementation of an age and developmentally appropriate curriculum. The classified position requires some formal training in child development, first aid and CPR, health and safety rules and regulations.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

- Assist with planning and implementing a developmentally appropriate curriculum in a variety of areas both in the classroom and on the playground (i.e. literacy, numeracy, creative arts, science, nutrition, music, language arts, conflict resolution, dramatic play, psychomotor and perceptual development, community and cultural concepts, health, safety, toilet training, and character development
- Assist in setting up and organizing daily school environment
- Model and maintain effective adult-child relationships and positive guidance techniques for children, parents, college students, staff and observers
- Assist with recording observations and administering assessments (state and federal) regarding children's progress and development
- Assist in maintenance of records of children and parent reports
- Implement all Center policies, procedures and guidelines
- Attend all scheduled staff meetings and workshops – whether “before,” “during” or “after” regular working hours (paid); may attend professional meetings and conferences at direction of Administrators
- Assist with the preparation of meals and snacks
- Assist in maintaining a clean, safe, and healthy environment for the children
- Maintain the required forms and records as instructed
- Work with team members, parents and volunteers
- Maintain confidentiality
- Perform other duties as may be assigned by site supervisor or Administrator

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent, minimum of 6 ECE units (Assistant Teacher Permit)M, 12 ECE units (Associate Teacher Permit) L, 24 ECE units + 16 General Education units (Teacher Permit) C, or AA in Child Development.
- Prior successful experience interacting with preschool children within the past three years.

#### **CREDENTIALS AND / OR SKILLS AND ABILITIES**

- Required to satisfactorily perform the functions of the job which include planning activities that will enhance the cognitive, social-emotional and physical development of young children; maintain an orderly classroom through redirection and positive discipline; understand and carry out oral and written directions; establish and maintain cooperative working relationships; relate to children in a positive, authentic manner; relate to adults from varying socio-economic and cultural backgrounds; and perform a variety of general office and classroom assistance duties.
- Knowledge of early childhood development and the basic needs and requirements of children.
- Must be able to effectively communicate in English both orally and in writing.

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**PRESCHOOL ASSOCIATE TEACHER I/II (CONTINUED)**

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**CERTIFICATE REQUIREMENTS**

- Child Development Permit
- Valid CA Driver's License
- TB Test (Current within last 4 years)
- CPR and Pediatric First Aid (EMSA) Certificate

**PHYSICAL REQUIREMENTS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Perform large and small motor activities with children. See, hear and move quickly to provide safe supervision.
- Tolerate outside weather (heat/cold)
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, kneel, crouch/squat, crawl, stand from a sitting position on floor, use a computer, use a telephone, work without guidance from supervisor, drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.
- Pre-employment physical will be required prior to the first day of employment.

**WORK ENVIRONMENT:**

- Primarily a classroom setting in a center-based preschool environment.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, \_\_\_\_\_ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date