

CITY OF BRISBANE

PRE-SCHOOL TEACHER

Definition

Under general supervision of the Recreation Supervisor, plans, develops, and implements an educational program that provides for the full intellectual and social development of each child. This position involves considerable face-to-face leadership and contact with the children and parents. This position also performs in accordance with specific instructions and regulations and is reviewed for compliance.

Class Characteristics

The Pre-School Teacher is a journey level position capable of the development and instruction of an effective educational curriculum that provides for the intellectual and social development of the program participants.

Examples of Duties (Illustrative Only)

- Serves as an instructional leader in planning, assessing, and implementing the educational program for pre-school children.
- Assesses the individual needs of the children and plans activities to meet these individual needs.
- Prepares facilities for program activities.
- Observes and takes precautions to ensure the safety of program participants.
- Maintains open lines of communication with participants and/or their parents.
- Follows all health and safety procedures as required by mandated regulations.
- Participates in on-going professional growth.

Qualifications

Knowledge of:

- Principles and practices of early childhood programs and the growth and development of pre-school children.
- Effective instructional, organizational and communication skills appropriate for pre-school children.
- Recreation equipment and materials used in early childhood programs.
- Age appropriate activities and programs.
- Community support groups.

Ability to:

- Communicate effectively with pre-school age children and their parents.
- Lead and motivate program participants to learn and have fun.
- Make effective judgments regarding the well-being of the participants and the program.
- Make sound decisions and follow mandated health and safety procedures.
- Maintain discipline and control in an active environment.
- Establish and maintain effective relationships with those contacted during the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to a high school diploma or GED. College level course work in recreation or related field, which includes six semester units in Early Childhood Education.

Experience: Two years of responsible paid leadership experience in recreation or a related human services setting. Experience as a teacher in a program similar to state pre-schools or elementary schools is desirable.

Licenses: Possession of or the ability to obtain prior to the completion of six months of employment a valid California driver's license. Possession of or the ability to obtain prior to the completion of six months of employment First Aid and Infant and Child Cardiopulmonary Resuscitation (CPR) certificates. Certifications shall be maintained during employment.

Working Conditions:

Must be fingerprinted for submission to the California Department of Justice in order to work with children.

Physical Demands:

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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