

BILINGUAL PRESCHOOL EDUCATOR

DEFINITION

Under the direction of a Principal/Assistant Principal in coordination with the Preschool Program Specialist; the Bilingual Preschool Educator works with other staff in the development, implementation, evaluation, and maintenance of a quality early childhood program; provides a safe and nurturing environment for the growth and development of children cared for in the preschool; involves parents and families in student activities.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the assigned supervisor.

Exercises technical and functional supervision over designated staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following.

- Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the District.
- Provide preschool learning experiences in literacy, language, mathematics, science, and social emotional development.
- Develop and implement daily lesson plans to meet the individual needs/interests of children.
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere.
- Maintain an atmosphere that develops each child's self-esteem and respect for others.
- Evaluate student achievement and growth using district assessments.
- Maintain records of children's progress.
- Conduct parent conferences on children's school adjustment, academic progress and classroom behavior.
- Assist in identifying children with special needs and assist in referrals to proper agencies for testing and evaluation.
- Maintain a clean, safe, attractive and positive learning environment, which assists children in making a positive transition from home to preschool.
- Attend staff meetings.
- Maintain professional competence through participation in trainings, workshops, courses, and other professional growth activities.
- Provide training and work direction to preschool paraeducators and participate in evaluation feedback as requested.
- Change children's clothes and tend to injuries, illness and toileting needs as necessary.

- Assure availability of appropriate classroom supplies and materials; requisition necessary supplies and materials as needed.
- Perform related tasks as required.

QUALIFICATIONS

Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool children.
- Early childhood curriculum areas and appropriate methods for implementation and assessment.
- Methods of instruction appropriate for preschool aged children.
- English usage, grammar, spelling, punctuation and vocabulary.
- Safe practices in classroom and playground activities.
- Oral and written communication skills.
- Preschool and district philosophy and policies, rules and regulations.
- Health and safety procedures and techniques.
- Operation of a variety of audio-visual, office, and instructional equipment.
- Record-keeping and report preparation techniques.
- Health regulations and safe working methods and procedures.
- Proper lifting techniques.

Ability to:

- Plan, organize and implement approved curriculum for the development of children enrolled in the district early childhood program.
- Develop daily lesson plans in accordance with established policies.
- Maintain a clean, safe, attractive, and positive learning environment.
- Communicate effectively with children and adults orally and in writing.
- Observe and evaluate student learning.
- Demonstrate cross-cultural sensitivity and respect.
- Maintain records, equipment, and facilities in an effective manner.
- Work independently and prioritize projects.
- Provide for the safety, health and psychological needs of children.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to changes in schedule and work environment.
- Use discretion and judgment in handling confidential material.
- Train and provide work direction of others.
- Operate a variety of audio-visual, office and instructional equipment.
- Observe health and safety regulations.

- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing, in a language other than English.

EXPERIENCE AND TRAINING GUIDELINES

The position requires the following:

1. High school graduate or equivalent.
2. Must pass the District Bilingual Proficiency Test.
3. Required California State certification: Child Development Site Supervisor Permit; AA (or 60 units) which includes:
 - 24 units ECE/CD (Early Childhood Education/Child Development) including core courses
 - 16 General Education units,
 - 6 administration units,
 - 2 adult supervision units
 - One year experience working with preschool aged children (350 day of 3+ hours per day within four years including at least 100 days of supervising adults).

OR

BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 semester units of supervised field experience in ECE/CD setting.

OR

Administrative credential with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting.

OR

Current elementary teaching credential with 12 units of ECE/CD, plus 3 semester units supervised field experience in ECE/CD setting.