

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**CHILD DEVELOPMENT PRESCHOOL EDUCATOR**

DEFINITION

To assist in creating, organizing, and directing a preschool program and environment favorable to learning and personal growth and provide instruction, supervision, and care of preschool children ages 2.5 years to 6 years.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher-level supervisory staff.

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

Perform duties as Preschool educator according to appropriate guidelines. Assist the child in making a satisfactory transition from home to the classroom. Maintain a healthy, motivating, neat and orderly physical environment to stimulate learning experiences. Develop and use instructional materials suitable for verbal or visual instruction of pupils with wide range mental, physical and emotional maturities. Provide an appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills. Establish and maintain standards of pupil behavior needed to achieve effective participation in all activities without interfering with the natural informal atmosphere of a preschool program. Evaluate social and academic growth of children and keep appropriate records. Communicate regularly with parents. Interpret school program for parents in order to strengthen parental understanding of the individual pupil's needs and the center's role in the individual pupil's life. Assist in planning and coordinating the work of aides, assistants, parents and volunteers in the classroom in order to obtain the maximum benefit from their efforts. Create an effective environment for learning through functional and attractive displays, exhibits of pupil's work and interest centers. Assist in the selection and requisition of necessary materials, supplies, food and equipment. Assist in maintaining children's attendance. Participate in curriculum and other developmental programs as required. Supervise pupils in out-of-classroom activities during the assigned working day. Administer DRDP tests, VMI and other evaluation techniques for preschool aged children. Assist in the administration of epi pens, diabetes tests, seizure protocols, disseminating medication prescribed by a physician and other health related matters not to include Specialized Physical Health Care Procedures as defined in CA Education Code 49423.5 (d) (2014). Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of general needs and behavior of children. Knowledge of interpersonal/group dynamics. Knowledge of basic human development principles. Ability to provide for the health, safety and psychological needs of children. Ability to supervise learning activities. Ability to provide guidance for children's routine activities. Ability to establish and maintain cooperative

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Child Development Preschool Instructor (Continued)

working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing. Ability to lift 50 pounds. Ability to attain and maintain a valid CPR and First Aide Certification.

Education and Experience

This position requires that applicants meet these requirements prior to employment:

- 1) Possess or qualify for a Child Development Associate Permit or higher.
  - a. Provide transcripts showing a minimum post secondary units of core coursework in early childhood education/child development (12 units as of March 2016, subject to change based on State Licensing Requirements) at an approved and accredited educational institution).
- 2) Worked at least one year in a licensed child care center or comparable group child care program.
- 3) Must be at least 18 years of age
- 4) High School Diploma
- 5) CPR and First Aid Certification

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved: