

MONTEREY COUNTY OFFICE OF EDUCATION
HEAD START & EARLY HEAD START PROGRAM

**HEAD START PRESCHOOL TEACHER I – II and
HEAD START PRESCHOOL MASTER TEACHER III – V**

CLASSIFICATION: Certificated
SALARY: Preschool Teacher Salary Schedule
WORK YEAR: 180 – 220 Work Days, 7 or 8 hours per day

DEFINITION

Under general supervision of the Site Supervisor, teaches an assigned group of students using developmentally appropriate practices and by creating an environment, in which 3-5 year old children can experiment, make choices, solve problems and share their experiences with others. Participates in and attends parent education and parent involvement activities.

SUPERVISOR

Site Supervisor

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Makes a daily inspection of the entire Head Start facility and equipment and takes steps to ensure a clean, safe, and orderly physical environment. Prepares and maintains attendance, lunch count, etc., using proper spelling and accurate calculations. Plans, attends and participates in parent education training as required by the education component performance standards. In accordance with prescribed time schedules, assesses the children's functioning levels at least three times per year in the areas of communication, motor, social, emotional, self-help and cognitive skills. Prepares and presents written pre-planned activities in a lesson planning book and experiences through an integrated approach designed to promote growth in all aspects of the individual child's developmental self. Cares for all aspects of children's personal needs. Participates and assists in family style meal service. Identifies the need for and requests ancillary and/or support services by discussion with supervisor and/or written referral. Prepares the classroom environment for active exploration and interaction by the children with adults, other children, and materials. Initiates and reinforces a set of classroom standards that creates a positive environment for learning. Makes regular home visits, and plans and participates in parent conferences and parent meetings. Attends Individual Education Plan (IEP) and other meetings and trainings as required. Cooperates in a professional and ethical manner with others involved with the program and/or individual children. Carries out authorized emergency and safety procedures and administers first aid. Complies with Monterey County Office of Education Board Policies and Administrative regulations, State of California Health and

Welfare Codes including Title 22, Head Start Performance Standards, MCOE Head Start Policies and Procedures and other applicable state and federal regulations.

OTHER DUTIES

Promotes parent involvement in the child's education and well being. Provides training and guidance for parent volunteers, foster grandparents, Associate and Assistant teachers. Communicates regularly with parents and shares child development knowledge, insights and resources as part of regular communication and conferences with family members. Participates in case management, child studies, and other related activities.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, operate center equipment, and drive an automobile; vision sufficient to read printed materials and to see at a distance; hearing sufficient to conduct in-person conversations with adults and children and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, to reach overhead and run; physical mobility sufficient to move rapidly about the work environment on varied surfaces indoors and outdoors, office, district, from school or home site to site, to drive an automobile, and to respond to emergency situations; physical strength sufficient to lift forty-five (45) pounds; physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time and to stand or walk for prolonged periods of time; physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment and to ride the bus to field trips with children and families; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Possession of a Baccalaureate degree in early childhood education from an accredited college/university OR Baccalaureate degree in any other field with coursework equivalent to a major relating to early childhood education.
- Hold a valid California Commission on Teacher Credentialing, Child Development Teacher or Master Teacher Permit.
- Possess experience teaching preschool aged children.
- Ability to plan, organize and supervise a preschool classroom.
- Ability to communicate effectively in the English language, both orally and in writing.
- Ability to work effectively with individuals from diverse educational, socio-economic, and cultural backgrounds.
- Ability to work effectively with children with special needs/disabilities or challenging behaviors.
- Ability to maintain and submit accurate records in a timely manner.
- Ability to bend and/or stoop to maintain direct eye contact with a preschool children; sit on the floor and preschool chairs.
- Ability to travel from site to site within the county and meet travel requirements, including attending required Head Start trainings and field trips.
- Possession of a valid California Driver's License and the availability of an automobile with at least the state minimum insurance coverage required by law.
- Submit proof of completion of 15 hours of training in preventative health practices, including pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid within forty-five days of employment. Must renew CPR and First Aid certification every two years.

- Must also possess at least 175 days of teaching experience with preschool aged children in a group setting (at least 50 hours of experience must be in an instructional capacity in a child care or development program working at least 3 hours per day in a six month period within the last two years)
- Ability to work on a computer, knowledge of Word.

ADDITIONAL REQUIREMENTS FOR MASTER TEACHER III – V

- Completion with a grade of C or better of six additional college semester units in an area of specialization approved by the Commission on Teacher Credentialing.
- Completion with a grade of C or better of two additional college semester units of adult supervision course work.
- Completion of 350 days of experience in an instructional capacity in a child care or development program working at least three hours per day within the last four years.

DESIRABLE QUALIFICATIONS

- Possession of a Masters degree from an accredited college or university with coursework equivalent to a major relating to early childhood education.
- Experience in developing parent or volunteer training programs.
- Experience with evaluating work methods or results.
- Bilingual, English/Spanish or English/Vietnamese.

Revised: 1/17/12

Policy Council approval: 01/17/2012

Board approval: