

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

**CLASSIFICATION TITLE: Adult School Preschool/Parent Education Teacher**

**DEFINITION:**

Under the direction of the school principal the classroom teacher is responsible for classroom instruction in areas for which the teacher is credentialed and authorized to teach. The teacher assesses, creates and manages a consistent program and teaching environment conducive to curriculum objectives and student learning and communicates regularly with parents regarding student academic and social progress. Provides supervision and is accountable for the safety and welfare of all students during designated hours, and if assigned, during before and after school activities. Plan and implement parent learning and involvement activities. Must possess and retain valid certification that will allow authorization to provide curriculum and instruction appropriate to grade level and/or subject matter.

**ESSENTIAL FUNCTIONS:**

*To perform the job successfully, and individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required.*

*The position includes but is not limited to the following list of representative duties:*

- Apply all aspects of the California Preschool Learning Foundations and California Preschool Curriculum Framework
- Maintain standards of professionalism and abide by the tenets of the State of California “Code of Ethics of the Teaching Profession.”
- Motivate and engage student’s minds in learning.
- Assess student knowledge and skills at school entrance through review of assessments and data.
- Assess and apply student data in developing both short and long term learning curriculum goals and objectives.
- Determine a sequence of learning experiences, utilizing District adopted instructional materials and appropriate supplementary materials
- Develop and utilize written weekly plans as a basis of guiding daily instruction.
- Apply appropriate teaching strategies consistent with curriculum standards.
- Provide high quality, developmentally appropriate early childhood care and educational experiences
- Provide parent education to support parents as their child’s first teacher promoting healthy functioning families
- Create an enriched environment that supports the emotional experiences of children and adults
- Differentiate lessons to promote school readiness
- Model appropriate behavior for conflict resolution
- Develop and communicate regularly to students and parents the expectations regarding student achievement and behavior
- Make appropriate use of instructional time; maintain an appropriate learning environment and appropriate individual, class, and program records
- Communicate regularly to parents regarding student progress
- Listen and respond to parent requests for information and assistance

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- Encourage parents to provide in-home educational support
- Improve teaching effectiveness by responding to performance evaluation recommendations and participating in required school and district sponsored in-service activities
- Participate in all Student Study Team meetings.
- Organize Orientations, Back-to-School Nights, Open Houses, and other activities to communicate classroom goals to parents
- Establish community agency relationships to meet family need
- Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in education
- Provide first aid and CPR if needed
- Perform other related duties as may be assigned by administration in compliance with Board policies and administrative regulations, the Master Contract, and State regulations
- Continuously seek to provide quality service and process improvements in order to support a mission and strategic vision
- May plan and coordinate the work of assigned instructional assistants

**REQUIRED QUALIFICATIONS:****Education and experience:**

- Bachelor's degree from an accredited college or university. (Masters Degree desirable)
- Valid California teaching credential in the defined academic discipline which may include a combination of CA Multiple Subject Credential (preschool through adult), CA Early Childhood Education Permit with CA Adult Education Parenting authorization
- Successful experience teaching preschool age students

**Knowledge of:**

- District and State content standards for preschool students
- Effective classroom management techniques
- Curriculum, instruction, and assessment processes and how they should operate in an effective school.
- Applicable sections of State Education Code and other applicable state publications, such as curriculum frameworks
- Knowledge of organization, operations, policies, and objectives of public education
- Technology and computer software applications relative to instruction and administration
- California Preschool Learning Foundations and California Preschool Curriculum Framework
- District mission statement, appropriate Board policies and regulations

**Ability to:**

- Stimulate and motivate students to learn
- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers, and the public
- Communicate effectively in the English language both orally and in writing
- Meet schedules and time lines
- Work independently with appropriate direction
- Use strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes
- Analyze situations accurately and adopt an effective course of action
- Learn and use technology and computer software applications as appropriate to the work environment

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- Use tact, patience, and courtesy when dealing with people
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Maintain confidentiality
- Act appropriately in emergency situations

**PHYSICAL REQUIREMENTS:**

*Of this position are, but not limited to the following:*

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 60 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 60 or more pounds

**WORKING CONDITIONS:**

Indoor/Outdoor work environment subject to standing /sitting for long periods of time, bending, crouching, kneeling, walking, pushing, pulling, squatting

**LICENSE OR CERTIFICATES:**

- Possess a California driver's license.
- CPR/First Aid Certification

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District Adheres to the provisions of Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education \_\_\_\_\_