

# CITY OF PULLMAN, WASHINGTON

## CLASS SPECIFICATION

### PRESCHOOL TEACHER

2316

#### GENERAL PURPOSE:

Provides early childhood educational and recreational support, including creating a classroom learning environment and varied experiences which will help children develop socially, intellectually, physically, creatively, and emotionally in a manner appropriate to their age and stage of development.

#### CLASSIFICATION SUMMARY

The primary function of this class is to plan and implement age-appropriate preschool educational/recreational programs. The position requires effective interaction with young children and their families; overall record keeping, classroom management and design; involving families in their child's education; teaming with assistant teachers; working effectively with volunteers; and, actively planning, presenting and promoting preschool programs. This is a year-round position, teaching Preschool during the "school" year (September – June) and creating and implementing Day Camp programs during the summer. The position reports directly to the Recreation Supervisor, although some discretion is left to the employee in daily decisions and operations. Work is reviewed in-progress and after-the-fact through periodic discussions with the supervisor and feedback from program participants. The principal duties of this class are performed in a classroom and outdoor recreational environment.

#### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops learning activities and lesson plans, teaches and supervises pre-school children in a classroom environment, including conducting field trips and arranging for classroom visitors or presenters; resolves classroom issues, ensures activities are safe, proper and appropriate; develops and implements summer day camp programs.

Works with assistant teachers, parent volunteers and other volunteers to direct their efforts in achieving educational goals; assists with hiring, training and supervision of part-time staff and volunteers; conducts and attends a variety of staff and other informational meetings.

Schedules and leads parent/child conferences; works with parents of students to enhance learning opportunities; provides information and assistance to staff and the public.

Sets up classroom environment for specific classroom activities; maintains a clean and orderly classroom; orders and maintains inventory of materials and supplies.

Renders first aid in case of minor injury and administers CPR as necessary.

Performs related reporting, filing, and records maintenance tasks such as attendance records and other program records and reports.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Child development and early education best practices and/or theories;
- Preschool and recreation program development;
- Teaching methodology and techniques for preschool children;
- Conflict resolution techniques.

Ability to:

- Prepare and present age-appropriate educational and recreational programs;
- Monitor and supervise pre-school children in classroom, playground and field activities;
- Lead programs and direct the work of program staff and volunteers;
- Promote interest in and enthusiasm for preschool programs and activities;
- Administer minor first aid and CPR;
- Work evening and weekend hours depending on program needs;
- Deal courteously and tactfully with parents, staff and the public;
- Read, understand, and execute oral and written instructions;
- Communicate clearly and effectively in written and oral form;
- Maintain accurate and detailed records;
- Establish and maintain effective working relationships with children, parents, department personnel and the public;
- Organize and prioritize multiple work assignments and meet deadlines;
- Work in a team setting;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Associate's Degree in Early Childhood Education or closely related field and at least two (2) years preschool teaching experience required; a Bachelor's Degree in Child Development/Elementary Education/Human Development, supervisory experience and curriculum development experience are preferred.

TOOLS AND EQUIPMENT USED:

Standard office and classroom equipment.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee primarily works in a classroom or outdoor recreational environment. The employee is regularly required to work in outside weather conditions, conduct field trips and playground/day camp activities. Sufficient hearing and vision are essential to permit the employee to teach and monitor the activities of small children.

The noise level in the work environment is usually controllable in the classroom and moderate in the field.

The employee may be required to occasionally lift up to 50 pounds.

While performing the duties of this job, the employee may drive City vehicles including passenger vans for preschool and summer youth programs.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Class: Non-Exempt

Adopted: Revised: 05/07