

City of South San Francisco  
Human Resources Department

**Preschool Teacher I/II**  
Class Description

**Definition**

Under general direction, plans, develops and implements an educational program that provides a safe and developmentally appropriate preschool program in accordance with all relevant legislation, policies and procedures; and does related work as required.

**Distinguishing Characteristics**

The Preschool Teacher I is the entry-level classification in the Preschool Teacher series. Positions in this class typically work under immediate supervision while learning job tasks. The Preschool Teacher I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

The Preschool Teacher I class is alternately staffed with Preschool Teacher II and incumbents may advance to the higher-level class after gaining the necessary training and experience, demonstrating knowledge and skill, and consistently performing work of the higher-level class.

The Preschool Teacher II is the experienced journey-level classification within the Preschool Teacher series. Preschool Teacher II is distinguished from the I level by the performance of the full range of duties assigned. Positions assigned to this class are required to carry out assigned duties and responsibilities under general supervision and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**Typical and Important Duties**

- Develops and implements a developmentally and culturally appropriate preschool program for young children.
- Plans, implements and assesses activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Provides adequate equipment and activities.
- Ensures equipment and the facility are clean, well maintained and safe at all times.
- Develops weekly and monthly schedules of activities and daily activity plans.
- Develops activities that introduce math, science and literacy concepts.
- Enforces policies and procedures including emergency procedures and disciplinary policies.
- Ensures children are supervised at all times, making notes of progress.
- Provides various experiences and activities for children including songs, games, and story-telling.

- Builds children's esteem.
- Comforts children.
- Establishes routines and provides positive guidance.
- Clearly and effectively communicates in a manner that children understand.
- Integrates special needs children in a positive and respectful manner.
- Discusses children's development with parents and keeps parents informed of program expectations, program activities and their child(ren)'s progress.
- Discusses identified problems and needs with professionals as appropriate.
- Participates in community activities.
- Promotes literacy and early education.
- Develops and maintains current, accurate and confidential client files.
- Performs other related duties as required.

### **Job-related Qualifications**

#### **Knowledge of:**

- Child development and early education theories and practices.
- Safe and appropriate activities for children.
- Relevant legislation, policies and procedures to ensure that children are supervised and safe at all times.

#### **Ability to:**

- Communicate effectively in writing, orally, and with individuals of all ages to assimilate, understand, and convey information, in a manner consistent with job functions.
- Deliver quality educational programs.
- Keep accurate and up-to-dates notes on the program and participant activities.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures regarding the City's pre-school programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities, and meet critical deadlines.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments and the public.
- Establish and maintain relationships with those contacted during the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

#### **Skill in:**

- Using a personal computer and associated applications.

## **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

### **Preschool Teacher I**

#### **Experience:**

Experience as a teacher in similar programs, such as children's centers, Head Start, state pre-schools, or elementary schools.

#### **Training:**

Equivalent to graduation from high school and at least 12 units in Early Childhood Education (ECE) or Child Development (CD) including core courses in Child Development, Curriculum, Principles and Child, Family and Community. Fifty days with 3+hours per day experience, or Associate teacher permit.

### **Preschool Teacher II**

#### **Experience:**

Two years of experience similar to a Preschool Teacher I with the City of South San Francisco.

#### **Training:**

Equivalent to graduation from high school and at least 24 units in ECE or related field with the core 12 units mentioned above plus 3 units in ECE supervised field experience or ECE adult supervision units or ECE administration units and/or Teacher permit or higher, AA Degree in ECE or related field or higher.

## **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or the ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Current First Aid certification is required.

## **Special Requirements**

### **Physical Skills:**

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb; mobility to work in a typical child care and educational setting, use standard educational equipment; vision to read printed materials; hearing and speech sufficient to communicate in person and over the telephone; lift and carry 35 pounds of children, materials, boxes, and files.

### **Work Environment:**

Work in an indoor and outdoor childcare environment; exposure to noise and confining workspaces.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance. Certain positions must be able to work flexible hours, including evenings and weekends.

**Additional Information:**

- Approved: July 1997
- Revised Date: July 2000; June 2003; July 1, 2016
- Former Titles: Recreation Leader III, Preschool Teacher
- Abolished:
- Bargaining Unit: AFSCME
- DOT: No
- Status: Classified/Nonexempt
- Job Code: Preschool Teacher I – A495; Preschool Teacher II – A680