

North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

CLASSIFIED POSITION

JOB TITLE: Pre-School Specialist (Migrant)

SALARY RANGE: 15

Description of Basic Functions and Responsibilities

Under the direction of the Migrant Administrator, teaches assigned groups of students between the ages of 2 years, 9 months and 6 years in a preschool program that provides services to identified migrant children and their families.

Examples of Duties

1. Creates an effective learning environment in which positive self – concepts and self – reliance are stressed.
2. Assesses student needs and provides appropriate Individualize Learning Plan based upon each student’s needs, interests and abilities.
3. Maintains written records on each student and prepares reports as needed.
4. Initiates and enforces a set of standards that facilitate effective growth and development for each student.
5. Teaches students of assigned age levels; center based or home based.
6. Works closely with other staff in assessing and helping students resolve health, emotional, and learning problems.
7. Cooperates in a professional and ethical manner with personnel related to the program.
8. Interacts with parents on a regular basis through home visits, conferences and classroom contact.
9. Maintains competence through attendance at in-service training sessions and related professional growth.
10. Actively encourages each student to develop acceptable standards of behavior and a desire for positive social relationships.
11. Assists in the selection of instructional supplies and maintains appropriate inventory records.
12. Plans and coordinates work of teacher aides (if applicable).
13. Maintains equipment and good housekeeping.
14. Shares in responsibilities for school activities.
15. Prepares lesson plans, encourages acceptable social patterns, eating habits and personal hygiene.
16. Carries out authorized emergency and safety procedures.
17. Performs all other duties as assigned.

Education and Experience:

- High School Diploma
- At least 15 units of Early Childhood Coursework at the college level
- 2 years’ experience teaching 2-6 year olds.
- Valid CA Driver’s License and availability of an automobile with at least minimum insurance coverage.
- Current First Aid/CPR Certificate

Abilities:

- Work without supervision.
- Ability to read, write and speak fluently in English and Spanish.
- Communicate satisfactorily in both oral and written form.
- Tactfully and effectively work with students and adults.
- Communicate effectively with the target population and the community.
- Understand and apply rules, regulations, procedures, and policies.
- Be sensitive to the needs of students and families.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Ability to operate modern office equipment.
- Ability to work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities or special needs.
- Ability to keep records in a timely manner.
- Ability to plan, organize, and supervise a preschool classroom.

Physical Effort/Work Environment:

- Sitting or standing for extended periods of time.
- Kneeling and bending.
- Reaching to retrieve materials.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting on the floor or child sized furniture.
- May come in contact with children who are ill and/or contagious.
- Periodic handling of lightweight parcels and supplies.
- Light physical effort.
- Inside and outside environment with some exposure to outdoor work in weather extremes.
- School Environment.
- Work under pressure of deadlines and time constraints.
- Maintain emotional control under stress.
- Ability to work in a busy and occasionally noisy environment.
- Ability to work in situations where several things may be happening at once.
- Ability to deal with interruptions.
- Ability to deal with both adults and young children.
- Ability to supervise all children at all times.

Work Hazards

- Subject to exposure to communicable or infectious diseases