

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRESCHOOL TEACHER/COACH - MIGRANT EDUCATION PROGRAM

General Description

Under the direct supervision of the Director III–Migrant Education, provides direct tutoring to individual and small groups of migrant pre-school aged children primarily in the areas of reading, writing and English as a second language; works with home-based preschool migrant children ages 3-5 and their parents in the areas of developmental skills and parent education; provides onsite coaching to teaching staff, providing demonstration lessons and feedback on lesson plans and activities.

Certification and Education

BS/BA in Early Childhood Education (or related field); hold (or be eligible for) a Children Program Director Permit or Master Teacher Permit or Site Supervisor Permit; possession of a valid California Driver's License and availability of an automobile with at least minimum insurance coverage required by law; two (2) years teaching experience beyond permit requirements.

Knowledge, Abilities and Experience

Knowledge of child development and current research-based pedagogy, curriculum resources, appropriate classroom management techniques for preschool classrooms and reflective practice mentor/coaching strategies; demonstrated ability to supervise preschool-aged children; organizes and directs classroom and outside activities; teaches and monitors the work of instructional assistants; demonstrated competence in ECE instructional methodologies; experience working in a multi-cultural setting; ability to speak and write effectively; ability to establish and maintain harmonious relationships with children and parents, and the ability to travel to assigned classrooms and homes; bilingual in English and targeted language(s) required.

Duties and Responsibilities

ESSENTIAL DUTIES:

Assesses preschool development skills and implements developmental activities in the home; works with and receives direction from migrant preschool coordinator in implementing designated tutoring activities for migrant students; plans and assists the teaching staff to implement educational experiences for preschool children, parent trainings, parent involvement in the education program both in the classroom and at home; assists teachers to develop a program that is responsive to the needs of each individual child and family.

Working Conditions

Duties are performed in a field (child's home, temporary classroom) environment while moving around the room and monitoring students. Incumbents are subject to extensive public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within Migrant Region I which encompasses Alameda, San Benito, San Francisco, Santa Clara, Santa Cruz, and San Mateo counties.

Physical Demands

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and

arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Environment

Duties are performed in a classroom, home, or other indoor environment.

DocuSigned by:
Larry Oshodi
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Approved: Larry Oshodi Date
Assistant Superintendent-Personnel Services

Approved 11/25/2010

Revised 6/13/2011

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