

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: 3-K Instructor

BASIC FUNCTION:

Under the direction of an assigned supervisor, the 3-K Instructor will provide instructional activities from pre-determined lesson plans that support a functional learning atmosphere; prepare and execute appropriate and effective lesson plans suitable for 3-year-old students in the classroom.

ESSENTIAL FUNCTIONS:

Oversee the 3-K classroom students and their activities, games and play activities to improve the educational program of Head Start, State Preschool, Title I, or other funded classes.

Prepare and organize instructional materials; provide learning activities according to the provided written lesson plans and work collaboratively with the classroom para-educator to plan daily instruction.

Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities.

Participate in periodic meetings with para-educators, coaches, administrators and other designated staff to assess progress, discuss issues or concerns and plan teaching/learning strategies.

Provide parents/guardians of 3-K aged children with practical information regarding the 3-K Program, their student's progress and provide support and encouragement for involvement with their children's education.

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Act as the lead in parent involvement activities including home visits and conducting parent meetings.

Monitor student attendance and behavior.

Maintain the classroom in a pleasing, safe, sanitary and orderly condition.

Provide assistance and support to individual students, when appropriate, with toilet training and/ or diapering needs.

Work collaboratively with classroom para-educator.

Provide a safe and cohesive learning environment.

May assign special projects to the para-educator (as needed) to support the program.

Attend a variety of conferences, workshops and meetings as assigned.

Operate standard office and classroom equipment.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Classroom procedures and appropriate knowledge of child development methods and practices.
Child behavior management techniques and child guidance principles and practices.
Requirements of maintaining a pre-kindergarten classroom in a safe, clean and orderly condition.
Basic subjects taught in district schools including mathematics, reading, writing, grammar and spelling.
Goals, objectives and curriculum of assigned program.
Basic record-keeping techniques.
Basic instructional methods and techniques.
Health and safety regulations.
Operation of standard office and classroom equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Proper lifting techniques.

ABILITY TO:

Provide instruction and related activities in a classroom or assigned learning environment.
Maintain a clean, safe and orderly classroom learning environment.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures applicable to child care.
Understand and follow oral directions.
Communicate effectively with others.
Supervise planned student activities.
Operate standard classroom equipment.
Work closely with classroom para-educator to insure a safe and cohesive learning environment.
Provide input for performance evaluations as requested by administration.
Perform clerical duties related to classroom activities.
Monitor and evaluate student progress.
Monitor student attendance.
Understand and relate to students with special needs.
Maintain consistent, punctual and regular attendance.
Sit or stand for extended periods of time.
Bend at the waist, kneel, crawl or crouch to assist students.
Hear and speak to exchange information.
See to monitor student activities and read a variety of materials.
Move hands and fingers to operate standard classroom equipment.
Learn district organization, operations, policies and objectives.
Assist parents with school involvement and participation as required.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide accurately.
Maintain routine records.
Monitor, observe and report student behavior and progress according to approved policies and procedures.

Operate a variety of office and classroom equipment, including a computer.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to assist students.
See to read a variety of materials and monitor student activities.
Hear and speak to exchange information.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:**Any combination equivalent to:**

Completion of a Bachelors of Art Degree in Early Childhood Education, or higher; or a degree in a related field, with an Early Childhood Education (ECE) permit as a TEACHER or MASTER TEACHER within the Child Development Permit Matrix.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid/CPR certification (Certificate must be issued within six months of employment and maintained as outlined by issuing entity).
Floor-lift 50 pounds and arm-lift 50 pounds

WORKING CONDITIONS:**ENVIRONMENT:**

School Setting
Classroom Environment