

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PRESCHOOL PARENT EDUCATION TEACHER**

#### **BASIC FUNCTION:**

Under the direction of the Program Manager, coordinate, implement and conduct parent education night classes in child development and instruction in a preschool setting; plan and implement preschool educational activities and curriculum.

#### **ESSENTIAL FUNCTIONS:**

Coordinate, implement and conduct parent education night classes in child development and instruction in a preschool setting according to established guidelines and procedures; develop curriculum for parent education; conduct parental testing as appropriate.

Plan and implement preschool educational activities and curriculum; assure the health, safety and personal welfare of preschool students; conduct developmental testing of preschool students.

Enroll parents and children and provide program orientation.

Monitor parent attendance at night meetings and preschool labs; maintain attendance records required by the District and State.

Provide guidance and direction to parent volunteers.

Prepare and maintain a variety of records and reports related to assigned activities; collect and provide receipts for preschool tuition center.

Plan and organize monthly field trips.

Communicate with students, parents and District personnel to exchange information and resolve issues or concerns.

Operate standard office and classroom equipment including a computer and assigned software.

Attend and participate in assigned conferences and meetings.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices and procedures of a preschool and adult education program.  
District and State benchmarks for preschool, pre-K and parent education programs.  
Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.  
Child guidance principles and practices.  
Basic instructional methods and techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Operation of standard office and classroom equipment including a computer and assigned software.

**ABILITY TO:**

Coordinate, implement and conduct parent education night classes in child development and instruction in a preschool setting.  
Plan and implement preschool educational activities and curriculum.  
Monitor and evaluate student progress.  
Provide instruction to parents and students in a variety of subjects.  
Learn District organization, operations, policies and objectives.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Plan and organize work.  
Maintain records and prepare reports.  
Operate standard office and classroom equipment including a computer and assigned software.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree and one year teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Adult Education Credential.  
Children Center Teacher Permit.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.