



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Preschool Tutor* # 2290
Migrant Education

SALARY PLACEMENT: Range H, Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

High school diploma or equivalent. Bilingual in Spanish and English. Demonstrate high school proficiency in basic reading, writing and math skills.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Classes in preschool education.

MINIMUM EXPERIENCE:

No experience required.

DESIRABLE EXPERIENCE:

Previous experience with preschool children and/or experience in an educational setting.

SKILLS AND ABILITIES:

Bilingual in Spanish and English. Proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. DMV printout required. Must furnish own transportation as required to fulfill job duties. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of management, will provide instruction to individual students and small groups in a home or a classroom setting. All programs, both center and home based, will focus on skill development to prepare students for kindergarten and focus on involving parents in that process.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist preschool development skills and implement developmental activities in the home or at a school site.
2. Organize and maintain schedule of student and parent contacts.
3. Attends training on methodologies and strategies to enhance the development of the preschooler.
4. Attend all Migrant in services as requested.
5. Operate a motor vehicle.
6. Maintain records in an accurate and timely manner.

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ESSENTIAL FUNCTIONS: (CONTINUED)

7. Help develop positive and supportive attitude around parents of migrant children toward school attendance and the educational progress of their child.
8. Performs other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Possess manual dexterity needed to dial a telephone, to enter data into a computer, and perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations, and come in direct contact with students, SJCOE staff, district staff, migrant community and the public.