

JOB TITLE: LEAD PRESCHOOL TEACHER

BASIC FUNCTION

Under direction, to plan, organize, lead and participate in the operational functions of a preschool site; to plan, organize, develop, and implement educational programming, curriculum and instruction offerings designed to meet the needs of the preschool participants; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, and develops educational programs for preschool children to meet emotional, physical, social, and intellectual needs
- Leads and coordinates the functions and activities of the teaching staff to ensure that instructional standards are maintained and instructional activities are well planned and appropriately structured
- Reviews, analyzes, evaluates, and recommends adaptations and revisions to operational standards and guidelines to ensure adherence to legal and policy mandates and regulations
- Inspects, reviews, and monitors the facility, ground areas, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained
- Administers first aid to students and contacts parents and emergency assistance agencies in the cases of serious illness or injury
- Confers with site personnel regarding participant programming and instructional objectives
- Performs and directs performance of a variety of housekeeping functions to ensure that the facility is maintained in healthful, safe and sanitary condition
- Assists in reporting to parents progress made toward fulfillment of curriculum instruction plans
- May perform demonstration teaching and models appropriate classroom behaviors
- Plans, organizes, coordinates, and participates in staff development and in-service and orientation programs
- Provides technical input into the performance appraisal of the preschool site personnel
- Collects participation fees and follows operational guidelines pertaining to cash receipts and financial record management
- Assists in the budget planning and expenditure control process
- Performs a variety of personnel management functions, including assisting in the personnel recruitment and selection process, record management and service time reporting
- Performs a variety of public relations related activities, including the development of information bulletins, newsletters, and other communication materials

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Plan and organize an effective and efficient preschool instructional and training program
- Provide effective learning activities for children experiencing a wide range of socio-economic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity
- Effectively assess the educational needs of children and assist in the implementation of appropriate and sound educational plans and activities
- Communicate effectively in oral and written form
- Work courteously and tactfully with co-workers, public and parents

Knowledge of:

- Methods, techniques, and strategies pertaining to the instruction of preschool children
- Child growth and development principles and theories
- Instructional goals and objectives related to early childhood education
- Planning and organization strategies, techniques, and methods

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT
LEAD PRESCHOOL TEACHER – PAGE 2**

Approved: 06/2008

- Behavior management and shaping methods, strategies, and techniques
- Educational materials, supplies, and equipment typically utilized in a preschool program

Ability to:

- Provide a warm, attractive, and inviting learning environment
- Promotes team building and a positive work environment
- Adapts easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience in an instructional capacity in a preschool or early childhood education program (birth to 8 years old), plus one (1) year of service as a lead or assistant director in a children's center.

Education:

Equivalent to the completion of an Associate of Arts degree is preferred, along with the educational requirements needed to obtain a Master Teacher California Children’s Center Permit.

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of or eligibility for (educational requirements are listed below) a California Children's Center Permit, authorizing service at a minimum Master Teacher level

- 24 Units in Early Childhood Education/Child Development Including Core Courses (child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three (3) semester units or four (4) quarter units in the core areas of child/human growth & development and child/family/community
- 16 Units in General Education, including one (1) course in each of four (4) general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts
- Six (6) Specialization Units, which may include: Infant and toddler care, Bilingual and bicultural development, Children with exceptional needs, Preschool programming, Parent/teacher relations, Child health, Specific areas of developmentally appropriate curriculum
- Two (2) Semester Units of Adult Supervision course work
- Possess and maintain a first aid and CPR certificate issued by the American Red Cross