



## Daycare / Pre-School Lead Classified Teacher

### **QUALIFICATIONS:**

- Associates Degree in Early Childhood;
- Evidence of good leadership and citizenship qualities, and an interest in children;
- Ability to communicate well with adults and children;
- Experience working in daycare/pre-school;
- Bilingual in English and Spanish;
- Ability to conduct group activities in a fun, safe, and instructive atmosphere;
- Prior job-related experience of three or more years;
- Have a First Aid card, as requested by supervisor;
- Ability to qualify for licensed Daycare and to assist in the process/continuation of a licensing a Daycare;
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### **REPORTS TO:**

- Director of Special Programs.

### **JOB GOAL:**

- To safely conduct program activities, and various tasks related to the program as assigned by the Director.

### **PERFORMANCE RESPONSIBILITIES:**

- Attend regularly;
- Notify school/department when absent according to contract specifications; and
- Adhere to arrival, rest periods and departure times.

### **Responsibilities include but are not limited to the following:**

- Oversee the preparation, set-up, and clean-up of activities;
- Supervise groups of children/students, handle discipline according to District policy and procedures;
- Maintaining a safe and clean environment for children, students and staff;
- Planning and keeping the daily activities running smoothly;
- Responsibly interact with children and staff and help create a friendly atmosphere;
- Instruct children in health and personal habits such as eating, resting, and toileting;
- Support children's emotional and social development, encouraging understanding of others and positive self-concept;
- Attend staff trainings and program meetings as required by Director;
- Conduct the record keeping for the program, and maintain daily records on all students/children;
- Act as a trainer/mentor to other staff;
- Establishing and maintaining interpersonal relationships – Developing constructive and cooperative working relationships with others and communicating clearly with parents, supervisors, and coworkers;
- Provide academic support and readiness for children/students;
- Supervise the program each day; and
- Other duties as assigned.

### **PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually in accordance with Board policy and established procedures.

I have received a copy of this job description.

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Signature

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Date