

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

CHILD CARE LEAD TEACHER

DEFINITION

To create, organize, and lead a child care program and environment favorable to learning and personal growth; and to perform clerical and administrative duties.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Child Care Teacher series. Positions assigned to this class can be distinguished from lower level classes by responsibility for the planning and operation of a Child Care Center. Incumbents assigned to this class are expected to provide lead supervision to other Child Care Center staff and to act with a great degree of independence in the planning and leading of activities and staff of the Center.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management and supervisory staff.
Exercises technical and functional supervision over child care center staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs duties as Lead Teacher according to Title XXII specifications and District guidelines. Directs, plans, organizes, and supervises the activities and work of the center's employees. Files necessary state forms for financial assistance. Maintains children's attendance and financial records and confidential files; keeps ledger and bookkeeping records and processes all money received to the district. Confers with parents when necessary. Assists the child in making a satisfactory transition from home to child care. Maintains appropriate learning environment. Maintains a healthy and motivating physical environment to stimulate learning experiences. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills. Establishes and maintains standards of pupil behavior needed to achieve effective participation in all activities without interfering with the natural, informal atmosphere of a child care program. Evaluates social and academic growth of children and keeps appropriate records. Communicates regularly with parents by means of parent meetings and individual parent conferences. Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the center's role in the individual pupil's life. Plans and coordinates the work of teachers, aides, assistants, parents, and volunteers in the classroom in order to obtain the maximum benefit from their

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Child Care Lead Teacher (Continued)

EXAMPLES OF DUTIES (Continued)

efforts. Creates an effective environment for learning through functional and attractive displays, exhibits of pupils work, and interest centers. Maintains professional competence through professional growth activities. Selects and requisitions necessary materials, supplies, food, and equipment. Participates in curriculum and other developmental programs as required. Supervises pupils in out-of-classroom activities during the assigned working day. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of general needs and behavior of children. Knowledge of interpersonal/group dynamics. Knowledge of budgeting practices and techniques. Knowledge of lead supervision principles. Knowledge of basic human development principles. Ability to provide for the health, safety, and psychological needs of children. Ability to supervise learning activities. Ability to provide guidance for children's routine activities. Ability to maintain records, equipment, and facilities in an effective and efficient manner. Ability to operate AV equipment. Ability to budget time, money, and supplies in an effective and efficient manner. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in providing day care and pre-school services to young children.

Training

Equivalent to completion of the twelfth grade supplemented by a minimum of 12 units of Early Childhood Education or Child Development and/or Children's Center permit. Three semester units in administration or staff relations; A.A. or Bachelor's degree; or Children's Center Supervisory Permit is highly desirable.

Review and Agreed to by:

Incumbent: _____ Date: