

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SAPID CHILD CARE LEAD TEACHER

DEFINITION

To create, organize, and lead a child care program and environment favorable to learning and personal growth, to involve the parent(s) of the children in the learning and growth process, to perform clerical and administrative duties related to the program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management and supervisory staff. Exercises technical and functional supervision over employees assigned.

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

Performs duties according to Title XXII specifications and District guidelines. Directs, plans organizes, and supervises the activities and work of employees. 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 children with wide range of mental, physical, and emotional maturities. Provides appropriate climate to establish and reinforce acceptable child behavior, attitudes, and social skills. Evaluates social and academic growth of infants and children and keeps appropriate records. Communicates regularly with parents. Interprets school program to parents in order to strengthen parental understanding of the individual child's needs and the center's role in the individual child's life. Plans and coordinates the work of aides, assistants, parents, and volunteers in the classroom in order to obtain the maximum benefits from their efforts. Creates an effective environment for learning through functional and attractive displays, exhibits of children's 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. Maintains regular communication with school principal and child care program supervisor. Responsible for intake of new students. Arranges for substitute personnel as necessary. Responsible for submitting necessary paperwork such as work orders, time cards, time exceptions, monthly attendance reports to local and state level. Performs related duties as assigned.

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

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 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 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/or pre-school services to infants and 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.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

BOARD APPROVED: April 23, 1996