

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

BILINGUAL SCHOOL READINESS LEAD TEACHER

DEFINITION

To create, organize and lead the operation of the site's School Readiness Program and environment favorable to learning and personal growth; and to perform clerical and administrative duties.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this class can be distinguished from lower level classes by responsibility for the planning and operation of a site's School Readiness Program. Incumbents assigned to this class are expected to provide functional supervision to other assigned staff and to act with a great degree of independence in the planning and leading of activities and staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from School Readiness Coordinator and Site Principal.
Exercises technical and functional supervision over designated staff.

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

Performs duties as Lead Teacher according to School Readiness Program specifications and District guidelines. Plans and coordinates the work of teachers, aides, assistants, parents, and volunteers in the classroom. Maintains attendance and confidential files. Assists the child in making a satisfactory transition from home to school. Maintains appropriate learning environment. Maintains a healthy and motivating physical environment to stimulate learning experiences. Develops and uses instructional materials suitable for verbal and 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. Evaluates social and academic growth of children and keeps appropriate records. Communicates regularly with parents. Interprets the School Readiness Program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the individual pupil's life. Leads the School Readiness Aides in creating 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. Performs related duties as assigned.

CLASSIFIED JOB DESCRIPTION
Bil. School Readiness Lead Teacher

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. Ability to budget time, money, and supplies. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively in English and Spanish, both orally and in writing.

Experience and Training Guidelines

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. Previous experience in providing day care and pre-school services highly desirable.

Reviewed and Agreed to by

Incumbent: _____ Date _____

Board Approved: