

LEAD PRESCHOOL EDUCATOR – OAK VIEW PRESCHOOL

DEFINITION:

Under general direction of the Preschool Principal assists in overseeing daily operations of the Oak View Preschool program; assists in planning and organizing the instructional preschool activities to promote developmentally appropriate student learning. Assists with implementation of curriculum, staff and program development activities; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

The class of Lead Preschool Educator is distinguished from other preschool classes in that, in the absence of the Preschool Principal, the incumbent is responsible for overseeing daily operations of the Oak View Preschool Program, while positions in other preschool classes are responsible for daily instruction or assisting in a single preschool classroom. Under the general direction of the Preschool Principal the incumbent is expected to work with considerable independence to assist in development, implementation and overseeing Oak View Preschool Program standards and policies.

EXAMPLES OF DUTIES:

Assist with the administration, planning, and overseeing of the preschool instructional activities promoting developmentally appropriate student learning according to established guidelines and in compliance with applicable laws, codes, rules, regulations and licensing requirements; **E**

Assist the Preschool Principal with determining staffing requirements, arranging for trainings, workshops and coaching opportunities for Preschool employees; **E**

Assist the Preschool Principal with formulation and development of policies, procedures, rules, regulations, programs and activities to enhance Preschool programs and services, develop and implement plans for the preschool in areas related to special needs; **E**

Communicates with parents and follows up with families to insure that they follow school policies and procedures; **E**

Coordinate, facilitate and assist staff in developing curriculum and implementing technology to meet changing needs/requirements of the preschool program; **E**

Assist the Preschool Principal to ensure that all State Preschool and other grant requirements are met, including Licensing; **E**

Plan, prepare and teach the parent education component, including parent-child classes, of the State preschool program which includes orientations, advisory meetings, and program participation; **E**

Coordinate and schedule field trips and special events;

Coordinate required preschool student assessments;

Perform related duties as assigned.

E denotes an essential function of the job.

SUPERVISION:

General direction is received from the Oak View Preschool Principal.

Supervision is not exercised over other employees. However, leadership and/or guidance is provided to Oak View Preschool employees and in the absence of the Oak View Preschool Principal the incumbent oversees the daily operation of the Preschool.

MINIMUM QUALIFICATIONS:

Knowledge of:

Child growth, development and behavior characteristics of preschool age children;
Early childhood curriculum areas and appropriate methods for implementation and assessment;
State Preschool regulations, licensing requirements, laws, codes, policies and procedures;
English language development/acquisition, and cross-cultural issues;
Methods of instruction and safe practices in classroom activities;
Requirements of maintaining a children's center in a safe, clean and orderly condition;
Methods of observing, evaluating and recording child behavior;
Record-keeping and report preparation techniques;
Operation of personal computers and applicable software including word processing, spreadsheet and database applications;
Oral and written communication skills;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Health and safety regulations.

Ability to:

Administer and plan instructional preschool activities which promote developmentally appropriate student learning;
Develop, organize and implement approved curriculum for the development of children enrolled in The District Preschool program;
Interpret, apply and explain applicable laws, codes, rules and regulations;
Communicate effectively in English and Spanish both orally and in writing with staff, parents, children, the public and district personnel demonstrating poise, patience, sensitivity and understanding;
Oversee the maintenance of a variety of reports, records and files related to assigned activities;
Observe and evaluate student learning;
Demonstrate cross-cultural sensitivity and respect;
Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Operate office equipment including a computer;
Plan and organize work;
Establish and maintain cooperative and effective working relationships, including building and maintaining strong home-school-parent-teacher preschool relationships;
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Must have one of the following issued by the California Commission on Teacher Credentialing each of which has specific education and experience requirements (refer to current Child Development Permit Matrix for specifics)

Preschool Master Teacher Permit OR
Higher level Preschool Permit OR
BA or higher with 12 units of ECE/CD, plus 3 units in supervised field experience in ECE/CD setting.

Additionally, it is desirable to have two or more years of recent experience working at an accredited preschool program or experience working in a licensed State Preschool program. Bilingual (English/Spanish) skills are required.

LICENSES REQUIRED:

Must possess current American Red Cross CPR (Adult and Child), First Aid and California Child Care.
Preventative Health and Safety Certification.
Valid and appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a preschool classroom and/or playground environment, without direct guidance from the supervisor. Employment is contingent upon passing a physical and back evaluation test.