

**EARLY CHILDHOOD PROGRAM LEAD II**

**JOB SUMMARY**

Under direction of assigned supervisor, responsible for site operations, which includes creating a preschool environment favorable to promoting social, emotional, physical, and cognitive development using developmentally appropriate practices. Supervise children in indoor and outdoor learning and play activities.

**TYPICAL DUTIES**

Maintain and oversee a positive, developmentally appropriate, organized, and creative learning environment. Plan and implement the program for the class in accordance with the policies and philosophy of the Cajon Valley Union School District. Supervise and provide work direction to other personnel assigned to the program. Inform staff of program procedures and policies. Plan activities for children which are developmentally appropriate and provide opportunities for teacher and child directed learning. Revise, as necessary, the educational program dependent on the needs of the individual child, recognizing interests, disabilities, special talents, and the style and pace of learning. Promote safe practices throughout the program environment. Work with individual students and groups of small students. Lead and supervise children in various classroom and outdoor activities. Provide student behavior management charts and programs; assist children in maintaining standards of behavior using non-punitive disciplinary methods and positive reinforcement strategies. Develop and maintain efficient and accurate attendance records. Administer first aid and/or CPR and follow necessary emergency procedures. May be required to attend to the physical needs of the children (i.e., feeding, toileting, resting, etc.) and provide specialized procedures as required (i.e., tube feeding, epi pen, catherization, etc). Assist in maintaining a neat, clean, safe, healthy and sanitary classroom and play environment. Assure that sign-in/sign-out procedures are followed for student protection. May assist in preparing classroom for custodial staff cleaning by placing chairs on tables, etc. At the end of class, help to ensure that everything is clean and ready for the next program. Communicate with prospective parents and various organizations to explain the Early Childhood program. Participate in meetings and in-service training programs as assigned. Maintain cooperative working relationships with children, staff, and parents. Perform basic clerical functions, record student data, order/receive supplies, and call for substitutes as needed. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include high school diploma or equivalent. Completion of at least 15 semester units in Early Childhood Education and four years of experience in a working with "at-risk" children in an educational and/or child related setting is required. Education must include 3 units of administration or staff relations, and 12 units in child development, child-family and community, and curriculum. A Child Development Site Supervisor Permit or Program Director Permit issued by the California Commission on Teacher Credentialing also qualifies. Current, valid first aid and CPR certification.

**Knowledge of:**

Appropriate curriculum as well as current developments in the fields of child development, health and safety practices. General concepts of child growth/development and child behavior characteristics. Correct English usage, grammar, spelling, punctuation and vocabulary. Mathematics principles. Principles

and practices of providing training and work direction to others. Methods of storing equipment, materials, and supplies. Oral and written communication skills. Records maintenance and management. Safety practices in classroom and playground activities. Health and safety regulations. First aid and CPR applications/techniques.

**Ability to:**

Relate well to pupils, parents, other teachers, and school administrators. Show mature judgment. Provide an educational program for students. Assist where required in other school programs. Maintain classroom control. Preserve suitable learning conditions. Evaluate student progress. Be sensitive to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds. Treat each child with dignity and respect. See and read with or without visual aids. Read, write, and perform basic mathematical computations. Follow both oral and written instructions. Establish and maintain effective working relationships with children, staff, and community. Work effectively with individuals and groups of preschool aged children. Establish and maintain a safe and healthy environment for children. Research, organize, and disseminate information. Train, organize, schedule, and provide work direction to others. Work independently with little direction. Maintain confidentiality.

**CERTIFICATION**

Current, valid first aid and CPR certification and maintenance of both.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING  
CONDITIONS**

Both indoor and outdoor environment. Work between 6 a.m. and 6:30 p.m. Exposure to climatic elements and intermittent noise. Potential for contact with blood-borne pathogens and communicable diseases. Constant interruptions.