

**EARLY CHILDHOOD PROGRAM LEAD I**

**JOB SUMMARY**

Under the direction of the Program Leadworker II, or assigned supervisor, ensure 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. Supervise preschool aged children in the classroom, playground, and all areas of the school facilities, ensuring a safe environment for children and staff.

**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. Assist staff in a learning environment designed to develop the physical, cognitive, emotional, creative, and social skills of preschool aged students. Assist children upon arrival. Assist in maintaining a positive, developmentally appropriate, organized, and creative learning environment. Work with individual students and groups of small students. Provide leadership to children engaged in developmental activities. Model healthful eating habits (no junk food, soda, chewing gum) at school. Assist in providing nutritious daily snacks. Working with the Leadworker II and/or supervisor, revise, as necessary, the educational program dependent on the needs of the individual child recognizing interests, handicaps, special talents, and the style and pace of learning. Promote safe practices throughout the site. Following the designated plans, prepare and assist in instructing pupils in the use of a variety of supplementary instructional materials and audiovisual aids. Organize and supervise students in playground activities; as needed, ensure that the children and the facility are clean; assist children in toileting and proper hygiene as appropriate. Maintain classroom in a sanitary, neat and orderly manner; this may include: making sure toilets are flushed and seats are wiped/disinfected; floors are swept and/or spot mopped as needed; centers are orderly and everything is in its place; counters and sinks are wiped clean; tables are disinfected; trash cans are emptied, etc. Assist in carrying out behavior modification programs prescribed. 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 with snacks and other meals as appropriate; clean serving area before and after meals. Assure the health and safety of children by following health and safety practices and regulations. Perform light housekeeping and yard cleanup activities. Set up and put away toys and other play equipment. Read to children; explain words and meanings; rephrase materials and provide similar learning examples. Perform routine clerical duties such as filing and duplicating instructional materials as assigned; assist with preparing charts, bulletin boards and displays. Participate in meetings, conferences and in-service training programs as assigned; attend field trips as assigned. May be required to perform first aid and/or CPR. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent. Completion of at least 12 semester units in Early Childhood Education, including units in child development, child-family, and community, and curriculum, and two years experience in a group preschool child care setting is required. Child Development Associate Teacher Permit, Child Development Teacher Permit or Child Development Master Teacher Permit also qualifies. Current, valid first aid and CPR certification.

**Knowledge of:**

Preschool instructional/tutorial procedures and practices. Principles of child development and behavioral management. Routine record keeping principles and practices. Providing training and work direction to others. English usage, spelling, grammar, and punctuation. Mathematics principles. Using a computer to support a variety of academic subjects.

**Ability to:**

Learn the general purpose and goals of developmental child care programs. Learn behavioral management techniques. Apply observational techniques. Assist the teacher with instructional and playground activities. Learn constructive play and instructional activities appropriate for preschool aged children. Plan and organize work to meet schedules and time lines. Administer assistance to children in their hygiene and lavatory needs; perform light to moderate lifting. Maintain routine records. Read, write, and understand the English language. Understand and follow oral and written directions. Communicate effectively both orally and in writing; work cooperative with others. Maintain classroom in a clean, sanitary, orderly, and safe condition. Work effectively with individuals and groups of preschool aged children. Maintain confidentiality.

**CERTIFICATION**

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

**LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**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.