

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: PRESCHOOL LEAD

BASIC FUNCTION:

Under the direction of the coordinator of the Los Alamitos Child Development Center, Plans, organizes, and implements approved developmentally appropriate curriculum for the development of children enrolled in the district Child Development Center; provides a safe and nurturing environment conducive to the growth and development of children.

REPRESENTATIVE DUTIES:

1. Plan, organize and implement approved curriculum for the development of children enrolled in the district Child Development Center; develop goals and objectives consistent with student needs.
2. Provides a program which meets the developmental needs of individual children with concern for student needs.
3. Plans and provides for key learning experiences in number concepts, time, classification skills, music, art, physical education, and language.
4. Plans and organizes functional and attractive classroom displays that directly relate to established curriculum. Maintains a clean, safe, attractive and positive learning environment; provides an appropriate climate which assists children in making a satisfactory transition from home to preschool and reinforces positive attitudes and social skills.
5. Involve parents and families in student activities; conduct parent conferences; provide information concerning individual student progress.
6. Observes children during classroom activities; documents and records individual and group observations; maintains child observation records according to established guidelines.
7. Participates in program evaluation through analysis of student assessment, individual classroom environment assessment and parent survey results.
8. Attends meetings and participates in training workshops, conferences, courses and a variety of professional growth activities as required; provides parent education concerning child development.
9. Assists the Coordinator in the ongoing evaluation procedures needed to assess the developmental levels of the children including maintaining a developmental profile for each child. Administers individual student assessments according to District requirements.

10. Assists the Coordinator with implementation and monitoring of the instructional program. Develop lesson plans in accordance with established policies; set up and prepare materials to promote student learning.
11. Monitors, observes, and interacts with children during outdoor playground activities to promote student learning.
12. Monitors the health of preschool students and administers basic first aid, performs other health and safety related functions; notifies appropriate personnel of health related issues as necessary.
13. Operates a variety of audio-visual, office and instructional equipment.
14. Provides training and work direction to instructional assistants; participates in evaluations as requested.
15. Performs other related duties as assigned.

#### KNOWLEDGES AND ABILITIES:

##### KNOWLEDGE OF:

Basic elements of child growth and development and respect for District philosophy and policies  
Safe practices in classroom and playground activities  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Reading and writing communication skills  
Oral and written communications skills  
Interpersonal relations skills using tact, patience and courtesy  
Record-keeping techniques  
First Aid and safety policies and procedures

##### ABILITY TO:

Communicate effectively with children and adults demonstrating poise, patience, and understanding  
Provide leadership and stability for program continuity  
Be creative in utilizing available resources for planning  
Assume responsibility in decision making and exercise discretion and judgment in handling confidential material  
Prioritize projects and work independently  
Be resourceful, show initiative, use integrity and discretion

##### EDUCATION:

Graduation from high school and an AA degree from an accredited or approved college or university with an emphasis in early childhood education, child development, or related field and a current Child Development Permit issued by the Commission on Teacher Credentialing authorizing service in the care, development, and instruction of children in a child care and development program. Any of the following permits is acceptable:

1. Child Development Program Director Permit; or
2. Child Development Site Supervisor Permit; or

3. Regular Children's Center Instructional Permit; or
4. Child Development Master Teacher Permit; or
5. Child Development Teacher Permit.

**EXPERIENCE:**

At least one hundred and seventy five (175) days of 3+ hours per day within four (4) years working with preschool aged children in an organized classroom setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificate

Pertussis Immunization

Flu Vaccination

Measles Immunization

**WORKING CONDITIONS:**

Preschool classroom environment which includes stretching, lifting or carrying up to 60 lbs., climbing, noises (e.g. children, music) up to 87 dBa, working with equipment such as laminator, copier, die cutter; changing children's clothes, tending to injuries/illnesses/toileting needs.

**SALARY RANGE:** 67

**ADOPTED BY PERSONNEL COMMISSION:** August 17, 2016

**APPROVED BY BOARD OF EDUCATION:** September 13, 2016