

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEAD START LEAD TEACHER

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instruction, care and assistance to preschool-age children in a classroom environment; monitor and assess student needs and progress; develop and implement lesson plans and instructional activities to meet the emotional, physical and educational needs of children and assure students are prepared for kindergarten; train and provide work direction and guidance to assigned personnel; perform various duties in support of the orientation and registration process for the Head Start program; prepare and maintain reports and records related to student progress and assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide instruction, care and assistance to preschool-age children in a Head Start classroom environment; provide a safe and nurturing environment for the growth and development of preschool-age children; evaluate program goals, objectives and curriculum.

Develop and implement lesson plans and instructional activities to meet the emotional, physical and educational needs of children and assure students are prepared for kindergarten; develop lesson plans and activities to teach preschool-age students cognitive, social and gross and fine motor skills; read books to students and provide supplementary activities as appropriate; assist children with letter and word pronunciation and recognition.

Train and provide work direction and guidance to assigned personnel; train personnel on new curriculum, lesson plans and assessments as directed by the District; provide input for employee evaluations as requested; oversee classroom volunteers; notify staff of information pertinent to the needs of individual students; model standards of behavior and use a positive approach while working with children, staff and parents.

Monitor and assess student needs and progress; establish individual student goals and objectives; prepare and maintain reports and records related to student progress, needs, attendance, incidents and assigned activities; conduct observations as assigned; prepare Desired Results Developmental Profile (DRDP) assessment records; maintain sign-in logs and take attendance; update and organize student cumulative folders and records.

Observe and control behavior of children in the classroom according to approved procedures; monitor children during outdoor and meal activities as directed.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; assist children with toileting and change diapers and soiled clothing as needed.

Perform various duties in support of the orientation and registration process for the Head Start program; check registration packets for completion; assist parents with completing registration paperwork as needed; follow up with missing or incomplete information as necessary.

Attend and conduct various meetings and conferences as assigned; meet with parents to discuss student needs, instructional activities and related functions; collaborate with other personnel and parents in the development and implementation of student goals, objectives and IEP's; attend trainings as directed.

Escort students to and from designated locations as assigned; serve meals and refreshments to children and assist with students with meal activities.

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; communicate with community licensing department personnel as required; check emails regularly.

Observe and control behavior of students in the classroom according to approved procedures; monitor student health conditions; administer routine first aid and CPR as directed; refer serious injuries or health issues to appropriate personnel.

Operate variety of office and instructional equipment including a printer, laminator, copier, paper cutters, a computer and assigned software; arrange for classroom and equipment maintenance and repairs as needed; submit requests for supplies and materials as needed.

Assist with health screening activities as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, theories, practices and techniques involved in providing instruction to preschool-age children.

Principles and practices of early child development.

Child guidance principles and practices related to preschool-age students.

DRDP ratings and assessments.

Program policies, practices and philosophy.

Parent involvement techniques.

Basic child psychology and development.

Curriculum and lesson plan development to meet preschool-age student needs.

Health, safety and nutrition requirements of children.

Appropriate safety precautions and procedures.

Methods of observing, evaluating and recording child behavior.

Safety precautions and procedures.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Operation of office and classroom equipment including a computer and assigned software.
Applicable sections of the State Education Code and other applicable laws.
Record-keeping and report writing techniques.
Classroom procedures and appropriate student conduct.
Health and safety regulations.
First aid and CPR procedures.

ABILITY TO:

Provide instruction, care and assistance to preschool-age children at a designated child care center.
Organize, oversee and participate in a variety of classroom functions including instructional, food, child care and cleaning services to meet student needs.
Develop and implement lesson plans and instructional activities to meet the emotional, physical and educational needs of children and assure students are prepared for kindergarten.
Develop and maintain effective relationships with children.
Monitor and assess student needs and progress.
Maintain records and prepare reports.
Assure classroom compliance with Early Childhood Environmental Scale guidelines.
Interact with children and adults in an effective manner.
Develop and implement instructional activities to enhance student skills in designated developmental areas.
Maintain a healthy and safe environment.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prepare and maintain student records and files.
Meet schedules and timelines.
Oversee and provide work direction and guidance to others.
Work confidentially with discretion.
Determine appropriate action within clearly defined guidelines.
Communicate effectively both orally and in writing.
Operate standard office and specialized instructional equipment to perform assigned duties.
Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree or higher with a major in Early Childhood Education/Child Development is required.

Experience: Two years of experience in an instructional capacity in a child care and development program is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Child Development Master Teacher or higher Permit or ability to qualify for the permit.
Valid Food Handler's card.

Pediatric First Aid and CPR Certificate (15 hours of Health Education to meet Title 22 requirements).

Valid California Class C driver's license.

Immunization for Measles (MMR), Pertussis (T-dap), and Flu Shot

WORKING CONDITIONS:

Classroom and outdoor environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to monitor students.

Sitting, standing or walking for extended periods of time.

Dexterity of hands and fingers to operate assigned equipment and demonstrate activities.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Lifting and carrying moderately heavy objects or children.

HAZARDS:

Contact with dissatisfied or abusive individuals

Potential contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.