CLASS TITLE: PRESCHOOL LEAD TEACHER

BASIC FUNCTION:

The preschool lead teacher, under the direction of the preschool administrator, provides site supervision and makes administrative decisions, immediate in nature, when the administrator is absent. Collaborates with teachers and other staff in development, implementation, evaluation and maintenance of a quality preschool program; provides a safe and nurturing environment for the growth and development of children cared for in the preschool; involves parent and families in student activities; maintains records and prepares reports.

REPRESENTATIVE DUTIES:

Assumes responsibility for matters pertaining to the preschool's license issued by the Department of Social Services.; assures compliance with current regulations and licensing requirements. ***E***

Maintains and assures a clean, safe and positive learning environment; communicates district safety procedures to all preschool staff; and, communicates with district departments, such as maintenance and transportation, as needs arise. ***E***

Prepares and maintains records and reports for annual review. ***E***

Implements fully state and district monitoring systems including collecting and analyzing student assessments; parent surveys; and assessments of quality classroom environments. ***E***

Facilitates, communicates and assists teachers and/or instructional assistants and parents with student behavior. Models standards of behavior and uses a positive approach while working with children, staff and parents. ***E***

Addresses parent concerns; provides referrals for support services as needed; maintains regular home-school communication; prepares calendar of school events for parents; prepares related schedules and materials for parents. ***E***

Works cooperatively with all staff in dealing with conflicts or complaints and follows up appropriately to reach resolution of such problems. ***E***

Supervises instructional assistants and substitutes when regular staff are absent. ***E***

Provides work direction and guidance to assistants, volunteers and others as required; notifies staff of information pertinent to the needs of individual students.

Develops and submits developmentally appropriate lesson plans in accordance with established policies and format; plans and provides instruction and activities for children indoors and outdoors; maintains attendance records.

Involves parents and families in student activities; participates in parent conferences as assigned; explains policies, procedures, rules and regulations as needed.

Supervises and performs housekeeping duties; assists with setting up and cleaning snack materials.

Ensures the health and safety of children; assists students with cleanliness such as diapering or toileting as needed.

Provides routine first aid to students as needed; administers medication and follows medical procedures in accordance with specific medical instructions.

Operates classroom technology, office and instructional equipment; operates kitchen equipment and utensils.

Participates in staff development sessions as assigned; attends staff meetings and other meetings as assigned.

Supervises special events, field trips, and other student events. ***E***

Performs other duties as assigned.

The preschool lead teacher is to adhere to federal and state regulations, board policies, and related regulations that pertain to the particular assignment.

SUPERVISION RESPONSIBILITY:

The preschool lead teacher is responsible to the preschool administrator and is not called upon to evaluate teachers nor is considered part of district management.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:
Current Early Childhood Education theory and instructional practices.
California Department of Social Services Licensing requirements.
California Child Development Division assessments and compliance criteria.
National Association of the Education of Young Children accreditation standards.
District safety policies and procedures related to disaster preparedness.
Appropriate health and safety procedures and requirements.
Methods of observing, evaluating and recording child behavior.
Oral and written communications skills.

ABILITY TO:
Maintain records and prepare reports.
Meet schedules and time lines.
Work interpersonally with the staff and parents using tact, patience and courtesy.
Work confidentially.
Communicate and exchange information effectively both orally and in writing.
Interact with children and adults effectively.
Implement instructional programs.

EDUCATION AND EXPERIENCE:
Child Development Site Supervisor Permit
Six units in administration and two semester units in adult supervision.
Bachelor's degree with a major emphasis in ECE or related field.
Two years of teaching experience in a licensed day care center or elementary classroom.

LICENSES AND OTHER REQUIREMENTS:
Appropriate Child Development Permit as required by the California C
Teacher Credentialing. First Aid and CPR certificates. Valid California driver's license.

WORKING CONDITIONS:

Typical school classroom and playground environment. Constant interruptions.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate assigned equipment and demonstrate activities; sitting or standing for extended periods of time; bend, kneel or crouch to assist students; reach overhead, above the shoulders and horizontally; lift and carry moderately heavy objects or children; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials; and to accomplish assigned tasks of the job.

Legal Reference:	California Education Code, Section 44660-44664 Health & Safety Code, Title 22, Division 12, Chapter 1, Child Care Centers, Section 101215
Policy Adopted:	March 2, 1993
Policy Revised:	March 26, 2019