



JOB DESCRIPTION

Early Readiness Facilitator



Reports to:	Early Childhood Services Supervisor	Employment Group / Salary Range:	Classified Range J
Dept:	Early Childhood Services	FLSA:	Non-Exempt
Annual Work Days:	183	Formal Review Date: Board Approval Date:	10/11/23 11/06/23

PRIMARY FUNCTIONS

Under general supervision, oversees the development and implementation of curricula to teach critical language, social and motor skills to preschool-aged or pre kindergarten-aged children in a classroom setting; provides feedback on student performance to parents; works cooperatively with the principal to ensure a safe and nurturing learning environment; provides lead-level guidance to Paraeducators; maintains attendance and financial data; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, prepares and instructs comprehensive instructional and developmental program and activities for preschool students in an assigned early childhood classroom.
- Creates and provides a safe, encouraging and nurturing learning environment with age-appropriate activities; fosters growth and encourages problem solving in prekindergarten children to allow healthy emotional, social and cognitive development at individual pace and developmental stage.
- Educates children on basic fundamental concepts such as shapes, colors, numbers and letters to prepare for next stage of education; establishes classroom routines with activities focusing on repetitive guiding, instructing and redirecting through storytelling, singing, arts and crafts, dance, and supervised play activities.
- Provides work guidance to Paraeducators assigned to the classroom; participates in prioritizing workloads and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- Administers assessments in a variety of formats; uses assessment data to identify students for early interventions and testing and participates in the development of Individual Education Plans (IEPs); implements and assists parents in understanding IEPs.
- Assists in program enrollment including enrollment of students eligible for intervention programs; reviews student registration forms for any issues or concerns (health, special programs, etc.).
- Answers questions from parents, faculty, staff and the public regarding assigned program; answers emails and other written inquiries for standard information.

- Escorts, teaches and assists students with toileting, personal hygiene and feeding needs; changes diapers and clothing as needed; supervises napping children.
- Receives and inputs a variety of student information into computer systems including daily attendance, enrollment and discipline records; researches information in computer systems; maintains a variety of standard office and specialized records and files; maintains spreadsheets and databases to track projects, activities and services; verifies accuracy of information with third parties; tracks students in other school or District services and programs.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an associate degree program including at least 12 semester units in Early Childhood Development or graduation from high school and 48 college semester units including at least 12 semester units in Early Childhood Development (NCLB) and one year of experience working in a childcare program or classroom environment; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- A Child Development Associate Teacher Permit or higher is required and must be maintained.
- Annual certification for CPR and First Aid required within three months of appointment and during the course of employment.
- Immunizations required for licensing purposes, if applicable to assignment.
- Ability to speak and write in Spanish is desired.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Early child development concepts and techniques.
- Practical learning patterns and behavior.
- Behavior management strategies and techniques relating to students experiencing atypical control problems.
- The operation and use of assistive technology and classroom-related technology and equipment.
- Student safety policies and emergency procedures.
- Computer operations and clerical skills.
- Standard office practices and procedures, including recordkeeping and filing.
- Customer service practices and telephone etiquette.

- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Safety policies and safe work practices applicable to the assignment.

Skills and Abilities to:

- Plan and maintain a safe and healthy learning environment to support children's social and emotional development.
- Appropriately manage student behavior and guide students toward more acceptable social behaviors.
- Perform a wide variety of duties to plan and implement the instructional program including independently planning materials for learning math and reading skills.
- Administer standardized and non-standardized tests and student evaluations.
- Identify and understand children's problems and needs including those with learning, physical and/or emotional disabilities.
- Prepare clear, timely, accurate reports, documents, data entries and files.
- Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
- Organize and maintain physical and electronic files.
- Make mathematical calculations.
- Maintain confidentiality of District and student files and records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk, kneel and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is occasionally, up to frequently required to lift up to 50 pounds and occasionally push or pull up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, use of both eyes, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read documents; observe and interpret people and situations; analyze and solve problems; use basic math; learn and apply new information and skills; work on multiple, concurrent tasks with frequent interruptions.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees in this classification work primarily in an indoor classroom and outdoor weather environment, in direct contact with students, the public and other District staff, exposed to strong odors, bodily fluids, potentially contagious illnesses/diseases (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), with minimum guidance from supervisor.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed