CLASS TITLE: EARLY CHILDHOOD EDUCATOR - LEAD

DEFINITION: Under general supervision and evaluation by the site administrator, provides care for infants through preschool age of students who are a parent in the district attending school to earn a high school diploma; the educator-lead will be working with curriculum designed to stimulate and encourage each child's development by following federal and state guidelines; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Under the supervision of the site administrator, assists in coordinating the program and daily operating decisions E
- Development screenings: Brigance once a year and DRDPs (Desired Results Developmental Profiles) three (3) times a year E
- Leads provider/parent conference to share results of developmental profiles E
- Develops individual plans to address areas where children are behind in their development E
- Plans weekly lessons/themes for all groups in the room
- Responsible to see that health and safety guidelines are followed
- Responsible for monitoring inside and outside environment
- Coordinating needed materials and equipment orders
- Provides a nurturing rich environment for social, emotional and developmental growth
- Engage in interactive activities with children such as reading, singing and talking
- Prepares and serves meals to children and cleans up E
- Changes diapers of children as needed E
- Maintain daily health log and attendance records of children receiving care E
- Sanitize toys, cribs and other items which a child can put in their mouth
- Mentor and model appropriate parenting techniques, care routines, and social/emotional interactions with the child for teen parents
- Meet regularly with the administrator of the program and share information with other classroom staff E
- Responsible for the overall day to day operations of each classroom
- Maintain an inventory of materials and supplies needed
- Conduct daily safety assessments of classroom environment
- Trains, coordinates, and supports new staff and trainees
- Approve individual and class goals and objectives including lesson plans E
- With the oversight of the site administrator, oversees classroom compliance with Head Start guidance, timelines, and records requirements E

REQUIRED QUALIFICATIONS:

1. Training and Experience: A combination of training and experience equivalent to graduation from high school; recent successful experience working with groups of children from infancy to age four. **2. Education:**
Required:
Fifteen (15 or more) Early Childhood Education Units
At least three (3) units infant/toddler

Preferred courses:
Child, Family and Community

Child Development and Psychology
Program Development
Infant/Toddler Curriculum Development
Infant/Toddler Development

Certification:
Child Development Permit – Associate Teacher or higher

Knowledge of:

- Preschool children and working with groups
- Early childhood education
- Diverse academic, socioeconomic, cultural and ethnic background of students

Skill in:

- Establishing and maintaining effective working relationships with others
- Oral and written communication

Ability to:

- Understand the needs of young children and a sincere liking for children
- Communicate clearly both orally and in writing
- Have the mobility to perform the duties of the position with or without accommodation

Certificates and Other Requirements:
Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen), Certification in First Aid and CPR required every 2 years. Participate in at least 15 hours of paid continuing education/professional development annually.

Environment:
School based settings and surrounding school environment or other District designated environment working with students in a diversified campus environment; subject to diverse weather conditions. **Physical Abilities:** Sufficient vision to monitor children during activities; hearing and speaking to exchange information and provide assistance to children, students, and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist children; dexterity of hands and fingers to assist children and to operate specialized equipment or office equipment; pushing strollers; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort. **Other Qualifications:** Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 432
MT. DIABLO UNIFIED SCHOOL DISTRICT Board Approved: 10/00

Board Revision: 2/25/13
Board Revision: 6/22/15
Board Revision: 9/26/16
Board Revision: 6/8/22