



For the future of every student

CLASS TITLE: CHILD DEVELOPMENT SITE LEADER

BASIC FUNCTION:

Under the direction of the Coordinator-Early Childhood Education, lead, oversee and participate in a variety of activities involved in providing supervision, care and learning activities to preschool-age children at an assigned Child Development site; coordinate personnel and communications to enhance the effectiveness of Child Development services and meet child needs; enroll students and maintain and update student files; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead, oversee and participate in a variety of activities involved in providing supervision, care and learning activities to preschool-age children at an assigned Child Development site; lead and participate in classroom activities; assure site activities comply with established standards, requirements, policies, regulations and procedures.

Coordinate personnel and communications to enhance the effectiveness of Child Development services; monitor and assure smooth and efficient site operations; observe site activities, confer with staff, provide technical support and assure child development needs are being met.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure compliance with established guidelines and procedures; provide input regarding employee evaluations as requested.

Enroll students for Child Development participation; distribute, collect and process related forms and paperwork; verify applicant and health information; determine child eligibility and assure compliance with income guidelines and licensing requirements; maintain and update student files.

Oversee and participate in the preparation, development, implementation and presentation of lesson plans and instructional materials according to children needs, progress and established educational standards; coordinate curriculum and learning activities to enhance child transition to kindergarten.

Monitor, evaluate and adjust Child Development site activities in response to children needs; coordinate and monitor activities to assure a safe, healthy, nurturing and comfortable learning environment; assure activities comply with established health and safety standards and regulations.

Coordinate Child Development communications, services and information between staff, administrators, parents, outside agencies and the community; initiate and receive telephone calls; prepare, distribute and respond to a variety of correspondence.

Lead and participate in observing and controlling child behavior according to approved procedures; monitor children during outdoor activities as needed; coordinate, oversee and participate in observing and evaluating student progress regarding performance and behavior.

Establish and maintain communications between parents and the Child Development site; coordinate, attend and conduct parent meetings and conferences; confer with parents concerning children needs;

resolve child, staff and parent issues and conflicts in a proper and timely manner.

Assist teachers in planning and providing individualized daily programs of activities appropriate to the developmental level of children in areas such as language acquisition, and social and self-help skills; assist teachers in evaluation child academic, physical, social and emotional growth.

Coordinate, develop and implement curriculum, child care activities and learning strategies to meet the physical, social, emotional and developmental needs of children.

Lead and participate in developing, implementing and conducting children learning activities in various subjects such as art, music, language arts and physical education; oversee and interact with children during games, play, circle time and recreational and group activities.

Oversee and participate in the preparation and maintenance of various records, reports and files related to students, attendance, assessment, progress, lesson plans, accidents, conferences and assigned activities; maintain and update Child Development site schedules and calendars.

Provide technical support and classroom assistance to enhance staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies related to infant and toddler care and early childhood education.

Greet, assist and confer with children, parents, guardians and others during child pick-ups and drop offs; advise and provide information to parents regarding nutrition, basic health care and social assistance as needed.

Verify and update records and files with information relate to health, vaccinations, physicals and related matters.

Confer with parents regarding enrollment, health information and related issues; encourage parent participation in the classroom and educational activities.

Develop, implement and conduct training and staff development activities for personnel concerning Child Development and related early childhood education services; explain related principles, standards, guidelines, requirements, practices, procedures and techniques.

Operate a variety of classroom and office equipment such as copiers, laminators, paper cutters, computers and assigned software.

Assure the health and safety of students by following health and safety practices and procedures; oversee and participate in maintaining learning environment in a safe, orderly and clean manner; maintain an indoor and outdoor center environment to the code of community care licensing.

Lead, monitor and interact with students in recreational, physical education, playground and other outdoor activities; plan, coordinate and provide guidance and assistance with field trips.

Coordinate, attend, conduct and participate in various meetings, trainings and workshops; provide educational workshops for parents as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Operations and activities of activities involved in providing supervision, care and learning activities to preschool-age children.

Principles of child development and early childhood education.

General educational programs, services, standards, requirements and procedures related to early childhood education.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of identified children.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Classroom procedures and appropriate child conduct.

Curriculum, instructional techniques and strategies related to early childhood education.

Applicable laws, codes, rules, regulations, policies and procedures.

Safe practices in classroom and playground activities.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

ABILITY TO:

Lead, oversee and participate in a variety of activities involved in providing supervision, care and learning activities to preschool-age children at an assigned Child Development site.

Coordinate personnel and communications to enhance the effectiveness of Child Development services and meet child needs.

Enroll students, process enrollment information and determine child eligibility for Program services.

Train and provide work direction and guidance to assigned staff.

Oversee and participate in the preparation, development, implementation and presentation of lesson plans according to children needs, progress and educational standards.

Observe site activities, confer with staff, provide technical support and assure child development needs are being met.

Lead and participate in observation and controlling of student behavior.

Resolve child, staff and family issues and conflicts in a proper and timely manner.

Monitor, evaluate and adjust child care activities in response to children needs and progress.

Learn State and federal standards and requirements governing early childhood education.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain a variety of records, reports and files.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: associate's degree in early childhood education and two years experience working with children in an instructional setting.

LICENSES AND OTHER REQUIREMENTS:

Child Development Site Leader Permit issued by the State.

Valid First Aid and CPR Certificate issued by an authorized agency.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

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

Seeing to read a variety of materials and monitor children activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

06/18/2008