

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	State Preschool Teacher/Director		
Department:	Child Development	FLSA:	Exempt
Reports To:	Child Development Coordinator	Pay Grade:	Child Development Salary Schedule

SUMMARY

Designs and implements an effective child development preschool program which adheres to sound educational principles and complies with regulations as outlined by the State Department of Education.

ESSENTIAL TYPES OF DUTIES (Examples)

- Is responsible for the operation of the center for compliance with regulations and for communications with the licensing agency. Has the authority to acknowledge receipt of deficiency notices and correct deficiencies that constitute immediate threats to children’s health and safety.
- Plans, supervises and implements a program in accordance with state guidelines.
- Provides safe, nurturing, positive experiences for the children.
- Keeps daily attendance and other records as required pursuant to the State guidelines.
- Supervises and provides guidance to State Preschool Aide as appropriate.
- Considers the individual child in relationship to his culture and socioeconomic background.
- Maintains open and effective home-school communication.
- Recruits and includes parent volunteers in daily classroom activities.
- Provides opportunities for parent education and involvement.
- Develops and implements effective, developmentally appropriate curriculum.
- Participates on a regular basis in professional growth and development opportunities.
- Attends all staff meetings.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of early childhood development theory and programs. Requires a thorough knowledge of the policies, procedures, goals and objectives of the Child Development Program and District organization, goals and objectives as they relate to the program.

Requires thorough knowledge of relevant regulations, codes and laws relating to program area of responsibility. Requires strong analytical skills. Requires strong program management and development skills. Must have good record keeping, report writing skills and general clerical skills. Requires supervisory and training skills. Requires strong communication skills.

Abilities: Must be able to perform all of the duties of the position efficiently and effectively. Requires the ability to develop program elements and activities which meet the standards set by the program coordinator and State and District regulations, codes and laws. Must be able to provide guidance and developmental experiences to enrolled children. Must be able to analyze situations and develop and implement effective responses. Requires the ability to organize, plan and prioritize duties in order to meet schedules and timelines. Requires the ability to communicate formally and informally with a wide range of contacts both within and outside of the District.

Education and Experience: Incumbents must meet the following requirements.

1. A Child Development Master Teacher Permit or higher.
2. First Aid and CPR Certification.