



CASTAIC UNION SCHOOL DISTRICT

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Stacy Dobbs • Fred Malcomb • Mayreen Burk • Laura Pearson • John Richard
President Clerk Member Member Member

CLASSIFIED EMPLOYMENT OPPORTUNITY

EARLY CHILDHOOD EDUCATION LEAD INSTRUCTOR COMMUNITY PRESCHOOL AT CASTAIC MIDDLE SCHOOL

8.0 hours per day from 7:30a.m. to 4:00p.m.

New Hire Entry Salary: Range 13, Step 1-3: \$20.16 - \$21.18 per hour

Opening Date: October 18, 2022

Closing Date: October 25, 2022

Please apply on Edjoin

CLASS DEFINITION: Classified

Under the direction of the Supervisor of Preschool Programs, serves as the Early Childhood Education (ECE) Lead Instructor to individuals and/or small groups of preschool age pupils; provides age and developmentally appropriate early childhood education and experiences; provides for the child's cognitive, social, physical, and emotional development; interacts closely with families and the community in establishing and achieving appropriate developmental goals for the pupil(s).

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. Early Childhood Site Supervisor Permit or higher.
3. Education: Must have AA degree or higher and completion of required coursework for above credentials or permits including 12 semester units of child development coursework which includes the core classes.
4. Experience: Prefer experience working with children and families in a variety of communities.
5. Ability and skills to provide a wide range of creative activities and experiences for children of diverse backgrounds.
6. Hold or obtain within the first month of employment a valid infant/child CPR certificate and first aid certificate.
7. Bilingual: English/Spanish preferred.
8. Knowledge of current trends and research concerning child growth and development, instructional, behavioral needs of children.
9. Proof of immunization for measles and pertussis.

REPORTS TO: Supervisor of Preschool Programs

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for all aspects of the ECE program in the absence of the Supervisor including enrollment, licensing issues/concerns that may arise, attendance, and preparation of materials and submitting weekly lessons plans to supervisor.
2. Provides direction and guidance to instructional aides and volunteers.
3. Supervises children at play, directs play activities and develops age/developmentally appropriate play materials as required.
4. Assumes responsibility for the health and safety of all children in care.
5. Plans, organizes, and implements age-appropriate learning and recreational activities which meet the individual and developmental needs of the child.
6. Assists in the implementation of Individualized Education Plan (IEP) goals as applicable.
7. Uses a variety of teaching techniques and strategies to enhance and develop the social, emotional, physical, and cognitive development of children.
8. Utilizes classroom management strategies that provide a warm, caring and stimulating environment for children.
9. Assumes responsibility for general housekeeping and management of materials.
10. Participates in regular staff meetings and professional development.
11. Knowledge of Title 5 and Title 22 requirements.
12. Assumes leadership role and/or assists the Supervisor with parent education or parent involved activities.
13. Assumes responsibility for conducting on-going authentic observations necessary to each child's growth and development while enrolled in the program.
14. Assumes responsibility for the collection of data and assessments necessary for the evaluation of the program.
15. Conducts regular parent conferences
16. Ability to lead classroom team in planning and implementing developmentally appropriate activities.
17. Communicates concerns about students with parents and school personnel.
18. Contacts parents as needed.
19. Performs first-aid.
20. Plans and coordinates field trips and accepts field trip responsibilities.
21. Records, reports, and maintains accurate enrollment, attendance records and meal counts (CACFP if appropriate).
22. Performs other duties as assigned.

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Ability to stand, walk and be physically active for extended periods of time up to the duration of the shift.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- g. Able to climb slopes, stairs, steps, ramps and ladders.
- h. Ability to lift 25 lbs.
- i. Ability to carry 25 lbs.
- j. Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation

- Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- k. Ability to reach in all directions.
- l. Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

WORK ENVIRONMENT

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

Position Environment: Work is typically performed in a school environment. The work environment is moderately noisy.

Exposures, Risks and Hazards: While performing the duties of this classification, an employee is exposed to childhood and infectious diseases, constant interruptions, demanding time lines and the normal risks and hazards of operating computer-related equipment.

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.