

**Central Valley Children's Services Network
Centers
Job Description**

POSITION: Lead Teacher (Non-Exempt)

DURATION: On-going Based on Funding

ACCOUNTABLE TO: Site supervisor and Center Director

PURPOSE OF THE JOB: To design and implement an effective high quality child development center which adheres to sound early childhood educational principles. To comply with regulations as outlined by the State Department of Education and Community Care Licensing. To Provide an environment where children can grow emotionally, socially, intellectually and physically according to his/her needs, ability level and maturity; collaborate with staff and outside agencies; supervise child development staff; coordinate curriculum and staff development, assessments, site evaluation, and parent involvement.

ESSENTIAL FUNCTIONS: The following is a list of major duties and responsibilities. Other duties and responsibilities may be assigned, and this job description may be modified as needed.

Contract Administration/Key Functions:

1. Authorized to acknowledge receipt of deficiency notices and correct deficiencies that constitute immediate threats to children's health and safety.
2. Complete DRDP process twice yearly as required by CDE.
3. Supervises and provides guidance to the Associate Teacher and Teacher Assistant regularly as appropriately needed.
4. Develops and implements effective, developmentally appropriate curriculum.
5. Maintain site facilitation, parent communication, program improvement and school site personnel relations based on Licensing Requirement Title 22, California Education Code, Title 5 and State Exemplary Standards Program objectives.
6. Other duties as assigned.

Accountability and Support:

1. Keeps daily attendance and other records as required pursuant to the State guidelines
2. Must be able to supervise and train current and new staff
3. Requires knowledge of early childhood development theory and programs, Community Care Licensing regulations, codes and laws relating to program area of responsibility

EXPECTATIONS/BEHAVIORS:

1. Work well under pressure, meeting multiple and sometimes competing deadlines;
2. Be able to build good working relationships with people from diverse backgrounds;
3. Be able to delegate;
4. Be able to conceptualize and communicate well;
5. Be dependable, fulfill commitments, and follow through;
6. Be professional, willing to separate personal from organizational interests;

7. Demonstrate high team spirit and attitude: working toward another person's success;
8. Be willing to evaluate others and be evaluated; takes responsibility for their own actions and decisions;
9. Utilize clear written and verbal communication and sound documentation techniques;
10. Be able to use a systematic approach in problem solving;
11. Be able to safeguard confidential information of any type;
12. Be able to at all times, demonstrate cooperative behavior with colleagues and supervisors;
13. Be able to teach others policies and procedures associated with job duties; and
14. Be drug-free.

Required certifications:

- CPR/First Aid Certificate
- Provide proof of negative TB test result dated no more than 6months prior to date of employment
- Active Child development permit
- Provide immunization record for the following: Influenza, Pertussis, and Measles
- Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services).
- Bilingual Spanish preferred;
- Complete Child Abuse Mandated Reporting Training

QUALIFICATIONS:

Education:

- AA (or 60 units) with 24 ECE/CD units including core courses, plus six (6) units in administration and two (2) units in adult supervision inclusive of supervising parent volunteers.
- Valid California Master Teacher Permit or Associate Teacher Permit

Employee Name Printed: _____

Employee Signature: _____ Date Signed: _____

Executive
Director's Signature: _____ Date Signed: _____