

FORESTVILLE UNION SCHOOL DISTRICT  
Job Description

<b>JOB TITLE:</b> Lead Early Childhood Educator	<b>WORK YEAR:</b> 211 Work Days (11 months)
<b>RESPONSIBLE TO:</b> Superintendent	<b>RANGE:</b> 7

**GENERAL DESCRIPTION:**

Under general supervision of the Superintendent, the Lead Early Childhood Educator will plan, develop and implement a meaningful and comprehensive childhood education program appropriate to the needs and interests of each student. The Lead Early Childhood Educator will utilize positive strategies to support the social and emotional development of all students by providing students activities that promote their physical and intellectual development. This position requires fingerprint clearance, TB testing, CPR and First Aid Certification.

**ESSENTIAL DUTIES**

- Maintain communication with appropriate school personnel, including Superintendent, Principal, Custodial and Office staff, Teachers, Education Foundation, parents, students, and community regarding program effectiveness and activities
- Promote, market, publicize, and advertise the programs
- Plan and oversee implementation of curriculum, considering the needs and interest of the individual child and child growth development
- Work with Agencies, such as River to Coast Children’s Services, that provide childcare tuition funding; maintain daily attendance records and other reporting documents, as required
- Evaluate program effectiveness and maintain accurate records
- Demonstrate knowledge and implementation of school district policies and procedures
- Assist District in staff recruitment
- Comply with and educate program staff in licensing requirements
- Create and monitor budget development and implementation
- Research and apply for grant funding for program
- Maintain thorough registration and enrollment records and provide Parent Contracts, Registration forms, and Enrollment documents to Chief Business Officer for program bookkeeping
- Purchase necessary supplies (food, supplies, and equipment) for the program
- Prepare nutritious meals that promote wellness, farm-to-table gardening education and cooking activities
- Analyze student progress in the after school programs, share successes and challenges with student’s parents and teacher
- Coordinate use of facilities with office manager, custodians, teachers, and/or administration depending on location of activity or event
- Demonstrate healthy housekeeping and ensure students are protected from any hazards that may become a threat to their physical safety and emotional well-being. Notify Custodial staff if maintenance is needed
- Implement emergency procedures when necessary
- Communicate effectively orally and in writing
- Lead and assist childcare staff in the program
- Other duties as assigned

**EMPLOYMENT STANDARDS:**

- **Training and Experience:** Two years of experience in school setting. Experience working with children in both and education and recreational environment, as well as safe work practices.
- **Abilities:** Ability to: work both independently and supportively, motivate others to work toward common goals, exercise good judgement, use discretion, maintain confidentiality of students, parents and staff, and provide excellent public relations.
- **Physical Effort/Working Environment:** Indoor and outdoor work environment during all seasons. Perform strenuous work, lift and carry up to 50 pounds. A post-offer, pre-employment physical is required..
- Education:           12 core semester units in early childhood,  
                                  3 semester units in Administration or Staff Relations,  
                                  4 years teaching experience in a supervised group Child Care Center.  
    Or,  
                                  Degree in child development,  
                                  3 semester units in Administration or Staff Relations,  
                                  2 years teaching experience in a supervised group Child Care Center.  
  
    Or,           Bachelors of Arts degree in child development,  
                                  3 semester units in Administration or Staff Relations,  
                                  1 year teaching experience in a supervised group Child Care Center.  
  
    Or,           Child Development Site Supervisor Permit or Program Director Permit.  
  
    Or,           School-Age Director:  
                                  12 core semester units in early childhood,  
                                  3 semester units in Administration or Staff Relations,  
                                  4 years teaching experience in a supervised group Child Care Center.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Board Approved: 4-12-18