

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: EARLY CHILDHOOD LEAD TEACHER**

#### **BASIC FUNCTION:**

General Education Setting: Under the general direction of the Director of the Early Childhood Development Center and the Site Supervisor, the Early Childhood Lead Teacher is responsible for monitoring and evaluating Early Childhood Development program components in accordance with federal, state, and local licensing requirements as well as providing care, supervision and learning activities of children enrolled in the infant and/or preschool components in accordance with school district policies.

Special Education Setting: Under the general direction of the Principal, District Program Specialist and the classroom Special Education, the Early Childhood Lead Teacher will provide developmentally appropriate instruction to students within the age range of 3 to 5 who attend an inclusive preschool special education program. The Early Childhood Lead Teacher will provide supports in accordance with each child's IEP as directed by the classroom Special Education Teacher.

#### **DUTIES:**

- Lead Teachers in the General Education Setting ensure compliance and monitoring in Early Childhood Development program, in accordance with Title 22 regulations administered by the Department of Social Services Community Care Licensing.
- Lead Teachers in the General Education Setting prepare, monitor, and review program records/reports to ensure compliance with all governmental regulations per program guidelines.
- Lead Teachers plan, organize, and implement the daily program for the children ensuring age appropriate and developmental level for children is accessible for all learners.
- Lead Teachers establish a warm, caring, and stimulating environment for children to strengthen self-esteem, independence, and develop physical, cognitive, emotional, creative, and social skills.
- Lead Teachers plan and supervise outdoor activities assuring a challenging yet safe experience.
- Lead Teachers involve families in student activities; provide information and referral services as needed; plan and conduct parent meetings as assigned; explain policies, procedures, rules, and regulations as needed.
- Lead Teachers maintain classroom records regarding attendance, schedules, health and safety, and assessment; communicate with parents regarding daily activities and/or concerns.
- Lead Teachers discharge children to parents / guardians or transportation staff; verify proper identification according to established procedures; note special instructions provided by parents or guardians.
- Lead Teachers perform daily health check of children; administer medication as directed; perform First Aid as necessary; contact parents as necessary; follow district and ECDC health policy.
- Lead Teachers assess and provide for the children's physical needs including holding, rocking, cleaning, diaper changing, toileting assistance, clothing, feeding, and nap and rest supervision; assist children with the development of self-help skills.
- Lead Teachers perform routine clerical duties such as filing, duplicating, and prepping instructional materials.
- Lead Teachers participate in meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.
- Lead Teachers work collaboratively with the Special Education IEP team and attend IEP meetings as requested.
- Lead Teacher provide culturally and linguistically appropriate services as directed
- Lead Teachers perform related duties as assigned

**KNOWLEDGE OF:**

- Title 22, Community Care Licensing Regulations (General Education Setting only)
- Principles and practices of managing a child care program. (General Education Setting only)
- Child guidance principles and practices, especially as they related to students in a preschool classroom setting.
- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Positive oral and written communication skills.
- Computer software applications for child development reporting.
- Principles and methods of child development.
- Evaluation methods.

**EDUCATION AND EXPERIENCE:**

General Education Setting: A minimum of 12 semester units in Child Development including Infant/Toddler. **Three units in Supervision & Administration will be required upon initial hire, or within 12 months of hire.**

Special Education Setting: A minimum of 12 semester units in Child Development.

**LICENSES AND/OR OTHER REQUIREMENTS:**

Valid CPR and First Aid.

**WORKING CONDITIONS:****Environment:**

- Classroom and outdoor environment.
- Noisy at times.

**Physical Demands:**

- Standing for extended periods of time.
- Bending at the waist to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Seeing and moving to monitor student activities and behavior.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.
- Lifting children and heavy objects.

**Hazards:**

- Exposure to communicable diseases.

**TERMS OF EMPLOYMENT:**

A valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district-contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule, Range 17.