



Deer Valley Unified School District

JOB DESCRIPTION

TITLE: **Community Education Lead Instructor: (Preschool/Pre-K)**

JOB CODE: 3-3540

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Location: School
Salary Range: 28	Reports to: Community Education Manager
Term of Employment: 9 months	Date: January 15, 2014
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Understands policies and procedures related to the implementation of the Community Education Performance Standards, as reflected in the program plans.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Completes and maintains all necessary documentation to demonstrate compliance with DHS Childcare licensing regulations, Community Education standards and district regulations.
- Supervises and implements federal, state, local, and district health and safety policies and procedures.
- Conducts, with instructional assistant, a minimum of two (2) two parent/teacher conferences per family, per academic year.
- Communicates well with parents, students, staff and administrators.
- Supervises and trains parents, staff, and volunteers, as appropriate.
- Evaluates the instructional assistant according to the district performance process and classified evaluation.
- Develops and implements a developmentally appropriate curriculum for children aged 3 to 5, based on individual interests, needs, and abilities of the children in the classroom and the group as a whole.
- Effectively manages classroom procedures.
- Effectively manages student behavior.
- Participates daily in team planning of curriculum with the instructional assistant and other appropriate staff.
- Utilizes all available resources to enhance instruction.

- Oversees and documents the team assessment of each child developmentally and develops individual goals, involving parents in the process and assesses outcomes of individual child assessment.
- Organizes and collects data for ongoing assessment.
- Plans, organizes, and attends parent meetings, as needed or required.
- Develops and maintains a relationship with each family to encourage meaningful participation in the program.
- Participates in IEP meetings as needed.
- Works cooperatively with identified disabilities services support staff in the provision of reasonable accommodations and the development of goals for children with disabilities.
- Initiates and sustains positive working relationships with schools, community agencies, grantee, and the staff of each organization.
- Interacts comfortably and empathetically with people from diverse backgrounds.
- Provides incidental medical assistance as needed.
- Assumes responsibility for classroom supplies and materials. Submits purchase requests and appropriate documentation of purchases made to the designated person in a timely manner.
- Arranges the physical environment making it safe, healthy, interesting, and developmentally appropriate.
- Develops an environment and daily curriculum that reflects a developmentally appropriate anti-bias, multicultural approach.
- Oversees maintenance and upkeep of classroom supplies, materials, and equipment.
- Supervises and participates in developmentally appropriate outdoor play activities on a daily basis.
- Attends all scheduled staff meetings and trainings.
- Attends and participates in ongoing training designed for Community Education staff and supplemental education training.
- Participates in required Professional Development hours annually.
- Maintains a record of training/classes attended during the program year.
- Participates in the annual program evaluation.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates instructional assistant.
- Supervises students.
- Supervises any parents, in classroom, volunteers and chaperones.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.

- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have required documentation to be Director Qualified through Arizona Department of Health Childcare Licensing.
- A valid fingerprint clearance card, TB Test, CPR/1st Aid Card, Food Handler's Certificate and current immunizations are required.

QUALIFICATION REQUIREMENTS:

- Must be at least 21 years of age. Produce evidence of: fingerprint clearance card, TB Test, CPR, 1st Aid, Food Handler's Certificate, and current immunizations. Demonstrate the ability to relate to low income families and their needs.
- Be motivated to pursue additional training in job-related areas.
- Have a reliable, insured vehicle available for use on the job, and be able to document a good driving record.
- Be able to interpret local, state, federal, and district regulations, policies and procedures as they pertain to the duties of the job.

EDUCATION AND/OR EXPERIENCE:

- Minimum of 12 Credit hours in Early Childhood Education, or related field or 64 hours professional development training.
- And a minimum of 24 months work experience in Early Childhood or related field
- Computer skills desirable.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.