



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

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

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Location: <b>School</b>
Salary Range: <b>28</b>	Reports to: <b>Community Education Director</b>
Term of Employment: <b>9 months</b>	Date: <b>October 21, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **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/1<sup>st</sup> 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, 1<sup>st</sup> 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.*