



## Lead Child Development Teacher

Classified Range: 39

Board Approved: 11/18/21 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Serves as lead teacher at the Child Development Center; leads, oversees, and participates in the education, health, and safety of young children ages 0 – 60 months at the Child Development Center.

### **DISTINGUISHING CHARACTERISTICS**

The Lead Child Development Teacher classification is distinguished from the Child Development Teacher classification by the level of responsibility assumed and additional duties assigned, including the provision of lead support for assigned staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. In the absence of the Director, serves as primary contact for state licensing visits; receives documents and provides tours if necessary.
2. Coordinates and collaborates with assigned Child Development staff to ensure maintenance of licensing requirements for child/adult ratios.
3. Coordinates and may provide assistance to Child Development Teachers with content for new parent orientations.
4. Serves as a primary point of contact for the Child Development Center; conveys problems and concerns from staff and parents to the Director.
5. Maintains playground inspection and maintenance checklist.
6. Conducts tours for groups of visitors including high school and other special interest groups.
7. Assumes all responsibilities and duties of the Child Development Teachers.
8. Oversees the planning, preparation, and implementation of curriculum according to specific age and development of each individual child; prepares weekly lesson plans that outlines themes, learning activities, goals, and objectives.
9. Individualizes curriculum for the needs of each child's interests, strengths, and individual learning style.
10. Supervises indoor and outdoor activities adhering to all health and safety procedures to ensure a safe and healthy environment; engages with groups of children in a variety of activities while maintaining clear and consistent routines and expectations.
11. Provides a quiet and peaceful atmosphere for children to sleep.



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12. Arranges classroom environments to enhance interest in learning according to state quality standards, such as the Early Childhood Environmental Rating Scale (ECERS).
13. Maintains a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; does laundry; performs general housekeeping duties as required.
14. Participates in all daily activities, such as toileting, diaper changing, hand washing, health checks, and related classroom transition activities.
15. Prepares children to attend and perform at special events.
16. Provides oversight and direction to laboratory students, observation students, nursing students, student workers, parents, and volunteers assigned to the Center; provides training to college students with Child Development majors.
17. Provides ongoing observation and documentation of each individual child's growth and development through pictures, anecdotal notes, and sample work; implements state required Desired Result Development Profile (DRDP) Assessment for each child.
18. Prepares and maintains accurate and complete records; completes assigned paperwork and reports in an accurate and timely manner.
19. Communicates with parents and staff to develop positive, reciprocal relationships; conducts formal parent/teacher conferences to discuss assessments; conducts other conferences as needed.
20. Identifies and refers children with special needs to parents and the Child Development Center Director.
21. Attends and participates in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments in the field of early childhood education; incorporates new developments as appropriate.
22. Prepares and compiles requests for instructional supplies; identifies vendors; receives instructional supplies from various vendors; inventories and distributes supplies; stores additional items for future use.
23. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions



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## Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

## General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

## Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

## Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

## Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

## Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

## Informing

- Proactively obtaining and sharing information

## Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

## Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service



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- Works across organizational boundaries to meet customer needs \*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

A Bachelor's degree with major course work in early childhood education, child development, or a closely related field.

#### Experience:

Three (3) years of experience working in a licensed child development program as a teacher of infants or preschoolers.

#### Equivalency Provision:

In the absence of a Bachelors degree, an Associate's degree or sixty (60) semester units with twenty-four (24) units in early childhood education or child development and five (5) years of experience working in a licensed child development program as a teacher of infants or preschoolers is qualifying.

#### License or Certificate:

1. Possession of a Child Development Master Teacher Permit issued by the California Commission on Teacher Credentialing.
2. Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.
3. Possession of a Mandated Child Abuse Reporter Certificate.



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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a child development center; exposure to bodily fluids and communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight up to 40 pounds with or without assistance; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.