



Gervais School District

ESTABLISHED 1834

Daycare / Pre-School Lead Classified Teacher

QUALIFICATIONS:

- Associates Degree in Early Childhood;
- Evidence of good leadership and citizenship qualities, and an interest in children;
- Ability to communicate well with adults and children;
- Experience working in day care/pre-school;
- Bilingual in English and Spanish;
- Ability to conduct group activities in a fun, safe, and instructive atmosphere.
- Prior job-related experience of three or more years.
- Have a First Aid card, as requested by supervisor;
- Ability to qualify for licensed Day Care and to assist in the process/continuation of a licensing a Day Care.
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Director of Special Programs.

JOB GOAL:

- To safely conduct program activities, and various tasks related to the program as assigned by the Director.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly.
- Notify school/department when absent according to contract specifications; and
- Adhere to arrival, rest periods and departure times.

Responsibilities include but are not limited to the following:

- Oversee the preparation, set-up, and clean-up of activities.
- Supervise groups of children/students, handle discipline according to District policy and procedures.
- Maintaining a safe and clean environment for children, students, and staff.
- Planning and keeping the daily activities running smoothly.
- Responsibly interact with children and staff and help create a friendly atmosphere.
- Instruct children in health and personal habits such as eating, resting, and toileting.
- Support children's emotional and social development, encouraging understanding of others and positive self-concept.
- Attend staff trainings and program meetings as required by Director.
- Conduct the record keeping for the program and maintain daily records on all students/children.
- Act as a trainer/mentor to other staff.
- Establishing and maintaining interpersonal relationships – Developing constructive and cooperative working relationships with others and communicating clearly with parents, supervisors, and coworkers.
- Provide academic support and readiness for children/students.
- Supervise the program each day; and
- Other duties as assigned.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually in accordance with Board policy and established procedures.

I have received a copy of this job description.

Signature

Date