

JOB DESCRIPTION
Pleasanton Unified School District
PRESCHOOL LEAD

Purpose Statement

Under the direction of the Program Director the job of Preschool Lead is done for the purpose of directing and leading Preschool Assistants and Aides; ensuring compliance with California Community Licensing regulations plus Pleasanton Unified School District (PUSD) program requirements; managing program components; implementing a successful high-quality Science, Technology, Engineering, Art, and Math (STEAM) curriculum; and coordinating communications with parents.

Essential Job Functions

- Manages program components, policies and guidelines for the purpose of maintaining compliance with California Community Care Licensing.
- Assesses and purchases center needs (e.g. food, instructional materials, equipment, and supplies) for the purpose of ensuring the availability of items to maintain the center.
- Develops STEAM curriculum program and activities for the purpose of presenting and/or reinforcing learning concepts and reaching children's academic goals.
- Maintains and prepares a variety of reports/records (e.g. student information, lesson plans, inventory, enrollment) for the purpose of ensuring compliance with program, district, state and federal requirements.
- Performs accounting and record keeping for the purpose of supporting the program.
- Organizes indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.
- Participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
- Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information and direction.
- Coordinates with other District staff for planning and assessment purposes.
- Provides additional staff coverage within the classrooms as needed.
- Leads and directs all Preschool Assistants and Aides in the classroom (e.g. daily schedule, staffing patterns, and curriculum) for the purpose of ensuring the efficient operation of the site.
- Develop and monitor program budget.
- Builds and maintains professional relationships with families to foster communication of a child's needs.

Other Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws related to state & federal licensing, planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

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ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality, and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing, frequent stooping, kneeling, crouching, bending, reaching, and/or crawling; significant fine finger dexterity; sitting on floor; and interacting with children at their eye level. Generally the job requires 30% sitting, 20% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience

At least 3 years leading and directing a preschool program and 2 years of direct teaching to preschool age children.

Education

Bachelors Degree preferred or equivalent experience in the field
24 ECD Units (12 core units as required by Community Care Licensing)
6 units in Administration and Supervision

Required Testing

None

Certificates & Licenses

First Aid/CPR
Child Development Permit (or eligibility)
Valid California Driver's License and Evidence of Insurability
Food Handler Certification

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance
Health Screening Clearance

FLSA Status

Non Exempt

Approval Date

5/12/15

Salary Grade

Classified Range: 30