

Napa Valley Unified School District

Position Description

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| Position: Child Development Lead Teacher | Position Number: |
| Department/Site: Various | FLSA: Non-Exempt |
| Reports to/Evaluated by: Child Care Program Manager | Salary Grade: 28 |

Summary

Provides oversight and instruction support of elementary school aged children before and after school. Provides meaningful learning and recreational activities for school aged children. Employs a range of instructional techniques and strategies to enhance student progress and establish a productive classroom environment.

Distinguishing Career Features

The Child Development Lead Teacher is trained to deliver age-appropriate education support to elementary school children. Advancement to this position requires credentials plus the demonstrated ability through coursework and experience, to deliver age-appropriate subject matter and learning style concepts that enhance student skill and development. Advancement to Child Development Site Supervisor requires the qualifications listed in its description and the ability to accept a leadership role in one or more child development classrooms.

Essential Duties and Responsibilities

- Plans, designs, and provides meaningful learning activities for afterschool child development, including a program of instruction specifically designed to enhance and develop mental, physical, emotional, and physical capabilities of children.
- Coordinates and may complete parent engagement activities as they relate to program requirements and needs.
- Plans, coordinates, and maintains a supportive learning environment by developing and applying current thought in learning aids and devices. Develops monthly lesson plans and newsletters by facilitating input from co-workers.
- Oversees and ensures a safe environment for children. Inspects equipment, furniture, and learning devices and reports safety issues.
- Gives each child individual and special attention each day. Responds to each child's particular needs and characteristics. Insures that all children receive equal attention.
- Prepares developmentally appropriate and practical activities to promote social/emotional development of students.
- Ensures attendance documents are completed by parents on a daily basis. Prepares accurate attendance and fee collection reports. Initiates phone and/or personal contact with parents in connection with child's attendance and performance.
- Encourages parent involvement in educational activities. Designs learning exercises that encourage parent involvement.

- Serves as a resource to afterschool staff regarding early childhood and program curriculum.
- Prepares teaching aids, labels, charts, bulletin boards, and displays to support the curriculum.
- Delivers an age appropriate curriculum by using dynamic and appropriate oral communication skills and providing students with clear instructions.
- Receives information from specialists pertaining to the developmental, cognitive, and physical levels of children. Identifies special needs of students and cooperates and participates with other professional staff to assess student health, attitude, and learning challenges.
- Oversees student activities that are out of the classroom, such as but not limited to, field trips, and extra-curricular events. Attends and makes presentations during evening and weekend programs and school functions such as back-to-night, parent open houses, etc.
- Works and interacts with peers, as individuals and/or in team/group settings, in a professional manner that contributes to the District's academic achievement goals.
- Maintains current knowledge of new techniques and developments in early childhood education by maintaining contact with professional associations, educational groups, and by reading outcome-based research materials.
- May provide input to a supervisor evaluating the work of Child Development Assistants.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of child guidance principles and practices and an understanding of the goals and objectives of an elementary school program. Special knowledge is required in the emotional, physical, and mental variations and needs of elementary school-aged children. Requires a working knowledge of curriculum development. Requires working knowledge of arithmetic, grammar, spelling, language and reading sufficient to direct students with learning exercises or projects. Requires a working knowledge of personal computer and multimedia equipment operations including common office productivity software, internet, and computer-aided teaching programs. Requires creative writing skills to prepare and/or adapt age-appropriate class materials and reports. Requires well-developed oral communication skills to convey concepts in classroom and community-based settings, and work cooperatively with a diverse population of children and parents.

- **Abilities**

Requires the skill sets to perform the responsibilities of the position including delivery of instruction in classroom and play settings. Requires the ability to understand the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and discipline to deal with behavior problems. Requires the ability to observe, categorize, evaluate, and critique the performance of elementary school aged children. Requires the ability to learn, interpret, and apply District, State, and

Federal requirements and objectives for academic achievement. Must be able to prepare curriculum and set up an age appropriate curriculum and student projects. Requires the ability to develop and maintain a productive and safe classroom environment. Must be able to organize and prioritize work, maintain accurate records, and manage time effectively. Must be able to communicate in a professional manner, in both formal and informal settings with students, fellow staff, and parents.

- **Physical Abilities**

Requires the ability to function effectively in classroom and outside play environments, engaged in work of a moderately active nature. Requires sufficient physical ability to move to indoor and outdoor work locations and stand or move about for extended periods of time, and lift heavy objects up to 40 pounds on an intermittent basis. Requires the ability to grasp, reach, push, and pull and move light weight teaching aids and supplies. Requires sufficient arm, hand, finger dexterity to use a personal computer keyboard, multimedia, and other office equipment. Requires sufficient hearing and speaking skills to project voice and communicate with staff and students in classroom settings and in one-on-one conversations. Requires visual acuity to read printed materials and computer screens, observe students perform assignments, and observe moving objects and events.

- **Education and Experience**

The position requires completion of 40 approved college transfer units to include 40 units of coursework in Child Development or Early Childhood Education. Alternatively, may require an Associates degree in Early Childhood Education with concurrent experience working with school aged children.

- **Licenses and Certificates**

Requires a valid form of picture identification. Requires a CPR/First Aid certificate with pediatric endorsement.

- **Work Environment**

Work is performed indoors and outdoor settings where some safety considerations exist from physical effort.