

LEAD MASTER EARLY CHILDHOOD EDUCATOR

DEFINITION:

Performs a variety of specialized duties related to care and education of young children and the training of college students in the Child Development Center and affiliated programs. Performs administrative duties in the absence of the Child Development Assistant Director.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Child Development Director.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Provides care and education for classrooms of children, 15-months through preschool age, and interact with children in a developmentally appropriate manner.

Provides learning experiences in Social/Emotional Development, Cognitive Development and Physical Development.

Oversees and participates in curriculum planning, assessments, and documentation.

Oversees and participates in supervision and mentoring of college and community students assigned to the Child Development Center.

Designs effective environments for learning through functional and attractive displays, interest centers and exhibits of children's work.

Prepares and serves nutritional meals and designated snacks.

Participates in classroom rotations to provide continuity of care as designated.

Sets up and cleans up classroom, outdoor play area, workroom and kitchen as needed.

Attends required staff meetings.

Maintains departmental area(s) in a safe, clean and orderly condition; assure compliance with established District and Child Development center safety procedures and regulations.

Maintain professional competence through in-service educational activities provided by District and /or self-selected professional growth activities.

Maintains state required documentation and records.

Maintains accurate administrative records and prepares required reports.

Attends required staff meetings.

Maintains professional competence through in-service educational activities provided by District and /or self-selected professional growth activities.

Selects, trains, evaluates and maintains schedules of student workers.

EXAMPLES OF DUTIES (continued)

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Child development theories and its application to providing curriculum and guidance for young children.

Appropriate principles, practices and procedures used in child care programs.

Effective team teaching skills for working with staff members and students. Interpersonal skills, using tact, patience and courtesy in assisting staff, college students and families.

Ability to:

Communicate effectively with children, staff and community representatives.

Demonstrate effective interaction and guidance techniques with children in accordance with center philosophy.

Understand written and oral directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS:

Minimum Qualifications:

Bachelor of Arts/Science Degree in Early Childhood Education, Child Development or related field from an accredited college or university is required.

Additionally, a minimum of 24 units of coursework in Early Childhood Education or Child Development, 6 units of coursework in administration and supervision of Child Development programs, 2 units of coursework in adult supervision, and 3 units of coursework in Infant /Toddler.

Valid Child Development Site Supervisor Permit

Two years of experience is required.

Pediatric CPR, first aid and documented training in health practices as required by Title 22.

PHYSICAL REQUIREMENTS:

Ability to lift up to 40 pounds.

WORKING CONDITIONS:

Child Development Center laboratory school program is subject to childhood communicable diseases.