



## CENTER DIRECTOR/LEAD TEACHER

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**DEPARTMENT:** CYD  
**REPORTS TO:** Senior Program Director  
**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** 40 hours/week  
**PAYRATE:** DOE

### POSITION PROFILE:

Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, and physical growth. Also responsible for organizing and implementing an instructional program that will result in students achieving academic success in a nurturing environment.

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### ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Plans, purchases and sets up classroom environment according to program guidelines and oversees both classrooms.
- Supervises and evaluates preschool and infant staff.
- Lead teacher for the preschool classroom.
- Adhere to guidelines set forth by Community Care Licensing Title 22.
- Reviews and plans classroom experiences and routines with preschool and infant staff.
- Insures appropriate environment and safety of children.
- Creates a social and emotional climate of care and respect that promotes in each child a sense of trust, independence and competence.
- Ensuring each infant/toddler has a needs and services plan complete and on file and updated quarterly.
- Provide a nature inspired, safe and loving environment for the children.
- Following each child's Feeding plan as provided by parents (bottle feeding, solid food etc...).
- Change diapers/toileting as needed and comply with Toileting plan provided by parents.
- Soothe infants by singing to and cuddling them.
- Supervise infants on the floor as they play with age appropriate toys.
- Put infants in cribs for nap time and follow Sleep plan provided by parents.
- Ensure play, sleep and changing areas are kept safe, clean and sanitized.
- Provides a positive environment in which children are encouraged to be actively engaged in the learning process.
- Provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds and learning styles.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Prepare and provide daily meals and snacks for children.
- Maintain effective and efficient record keeping procedures including sign in/out policies and attendance.
- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Develop daily age appropriate lesson plans.
- Proficient in DRDP and ECERS/ITERS and maintain efficient observations and documentation for each child.
- Knowledgeable in ASQ-3 (ages and stages questionnaires).
- Document ongoing observations and assessments for Parent Conferences twice a year and as needed.
- Maintains effective and efficient record keeping procedures.

- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Other tasks as assigned by the Program Director.

**QUALIFICATIONS (Education, Experience and Certifications):**

- Minimum 1-year experience in the supervision and management of early childhood programs.
- Minimum 1-year teaching experience in early childhood programs.
- BA in Child Development/Early Childhood Education preferred or AA degree in Early Childhood Education plus 2 years teaching experience or possesses current CA Children’s Center Site Supervisor/Director Permit.
- Successfully completed core ECE units plus 3 units administration and 3 units related to infant care.
- Must be at least age 18 at time of hire.
- Ability to relate well with children and adults.
- Must pass TB and health screening and provide proof of immunizations.
- Must have 16 hours of health, safety and nutrition- Preventative Health.
- Obtain Pediatric CPR and First aid certificate within 30 days of employment.
- Ability to read, write and understand the English language (fluency in another foreign language may be required for designated assignments).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Maintain accurate knowledge about the agency, its programs and service.
- Accurately represent the agency to and maintain positive working relationships with the public, clients, funding sources, government bodies, etc.
- Communicate positive and negative feedback from the community through your supervisor to management.
- Utilize appropriate opportunities to pursue positive public relations for the agency.
- Ability to relate well with children and adults.
- Ability to read, write and understand the English language (fluency in another foreign language may be required for designated assignments).
- Ability to take initiative, be self-directed and work independently.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Childcare setting. Job could include minimum to high intensity noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Typically, a childcare center environment with adequate lighting and ventilation and a normal range of temperature and noise level. Moderate dexterity application of basic skills (calculator, keyboard, eye/hand coordination).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

**The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.**