



COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

**QUALIFICATIONS FOR
CHILDREN'S CENTER LEAD TEACHER**

TRAINING

- Required:
- Any permit or credential authorizing service in instruction in a children's center
 - A minimum of 60 semester units of post-secondary education
- Preferred:
- Training beyond permit requirements in early childhood education

EXPERIENCE

- Required:
- Two years of experience teaching in a children's center, pre-school setting, or primary grades

OTHER QUALIFICATIONS

- Knowledge of:
- Developmental stages, general needs and behavior of pre-school and school-age students
 - Principles of effective time management and organizational methods
 - Age appropriate curricular activities for pre-school and school-age students
- Ability to:
- Communicate well, both orally and in writing
 - Plan, organize and implement a challenging developmentally appropriate instructional program
 - Understand and attend to the physical, social and emotional needs of young children
 - Supervise and participate in the play and physical activities of children
 - Utilize effectively a wide variety of instructional aids
 - Establish and maintain cooperative and effective working relationships with Children's Center staff, parents, and school site personnel
 - Prepare and review individual lesson plans

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DUTIES AND RESPONSIBILITIES OF CHILDREN'S CENTER LEAD TEACHER

Primary Function

The Lead Teacher is responsible for the operations of Children's Center services at a specific site or sites including program planning and general oversight.

Duties and Responsibilities

The Lead Teacher:

1. Fulfills all the responsibilities of an duties of a Children's Center Teacher, including serving as a substitute teacher;
2. Provides leadership to Children's Center staff for day-to-day operations and acts as department liaison to programs at other sites;
3. Provides information about Children's Center operations to prospective and enrolled families including philosophy, activities, services, parent responsibilities and children's progress and needs through the conduct of parent conferences, individual meetings and group meetings;
4. Coordinates efforts of staff in curriculum planning and service delivery;
5. Is responsible for employee scheduling and time keeping, including calling and placing substitute teachers and aides and monitoring to maintain required ratios;
6. Compiles data and writes narrative reports and summaries on Children's Center activities;
7. Completes and reviews student and staff records to ensure adherence to department, state and county standards and requirements;
8. Plans and conducts parent education workshops and prepares relevant materials;
9. Interprets civil, department and school district policies, rules and laws regarding the provision of childcare sciences;
10. Resolves problems on site that require immediate action;
11. Maintains the confidentiality of all Children's Center information and records;
12. Assists the supervisor in carrying out other duties and responsibilities as directed;
13. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
14. Participates cooperatively with the evaluator to implement the procedures by which he/she will