

SCHOOL READINESS LEADER

DEFINITION

Under the general direction of the School Readiness Specialist(s), to assist in the implementation of a School Readiness and Resource Center and its programs for children, birth through age five; to develop, plan, organize, and conduct specific preschool programs and activities; to implement approved curriculum for the development of children enrolled in the School Readiness Preschool Program; to provide oversight of the program; to act as mentor to new staff; and to assist School Readiness Specialist with coordination of meetings and trainings as needed.

EXAMPLES OF DUTIES

Provide a learning environment to promote early literacy and math skills, as well as self-esteem and self-confidence for each child; educate parents on the developmental needs of children to ensure success in school; coordinate the work of instructional assistants, intern and parent participants; schedule meetings as necessary; develop staff, intern and parent participant schedules; and assist with program training of instructional assistants, interns and parent participants. Prepare site newsletter and monthly calendar to include orientation meeting(s), family events, open house, etc. Maintain accurate records of programs, participants, and parenting information; maintain an inventory by site of resource materials and school readiness materials, toys, and supplies; and order supplies and materials as necessary. Assist with program, participant registration and verification of enrollment eligibility; complete registration forms, attendance records and reports; maintain individual portfolios for each child; and may assist in the administration of District testing. Maintain policies and procedures according to School Readiness Standards; enforce District policies, procedures, and regulations; provide accurate accounting of site budget; monitor and submit monthly statement of expenditures. Ensure a safe, nurturing, neat, and clean environment.

QUALIFICATIONS

Knowledge of

Child development principles for children, birth through age five; regulations and policies governing the School Readiness and Resource Center Programs.

Ability to

Effectively communicate with supervisors, staff, children, parents, school personnel, and community agencies; establish and maintain cooperative working relationships; facilitate a team atmosphere; provide leadership and direction to staff, interns and parent participants; demonstrate effective organizational skills; prepare a budget for staffing, supplies, and equipment; and maintain accurate records and reports. Apply sound judgment, discretion, and sensitivity in working with program participants and their families. Express ideas in both written and verbal form; and understand and carry out written and oral instructions.

Certificates

Possession of current First Aid and CPR cards preferred.

Experience

Four years of progressive experience, with one year supervising early childhood classes or programs.

Education

Equivalent of completion of the twelfth grade. A minimum of 24 ECE units required. AA, BA, or ECE Certificate from an accredited college preferred.

Physical Performance Requirements

Standing or walking much of the time with some bending, reaching, stooping, squatting, kneeling, twisting and sitting on the floor. Correctly lift at least 50 pounds alone or more with assistance, and move children on and off play structures.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: February 13, 2001

Revised: January 10, 2002