



CASTAIC UNION SCHOOL DISTRICT

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Victor Torres • David Huffaker • Susan Christopher • Laura Pearson • Steve Teeman
President Clerk Member Member Member

CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START / STATE PRESCHOOL LEAD TEACHER

1 Year Temporary Position for the 2012-2013 School Year

5.0 hrs/day (7:00am - 12:00pm), 183 days/year

Salary: Range 11, Step 1, \$13.82 per hour

OPENING DATE: March 2, 2012

CLOSING DATE: March 23, 2012 by 4:00 p.m.

CLASS DEFINITION:

Under the direction of the Director of Student Support Services, serves as the supervisor and primary Head Start/State Preschool Lead Teacher to individuals and/or small groups of Head Start/preschool pupils; provides age and developmentally appropriate early childhood education and experiences; provides for the child's social, intellectual, physical, and emotional development; interacts closely with parents in establishing and achieving appropriate developmental goals for the pupil(s).

QUALIFICATIONS:

1. Child Development Site Supervisor Permit Required.
2. Education: Must have AA by January 1, 2003. Completion of required coursework for above credentials or permits.
3. Training: Minimum of twelve post-secondary semester units in Early Childhood Education or Child Development preferred.
4. Experience: A minimum of three years of experience outside the home working with young children (ages 2 to 8) including a minimum six months of working with low income, minority groups, e.g., Head Start, State preschool or nursery school licensed by the State of California.
5. Ability and skills to provide a wide range of creative activities and experiences for children of diverse backgrounds.
6. Hold a valid current infant/child CPR certificate, first aid certificate, and 7-hour child care health and safety certificate.
7. Bilingual: English/Spanish preferred.
8. Personal Qualifications:
 - a. Mental and Emotional: The individual is required to establish effective relationships with a wide range of people, to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.
 - b. Ability to work with minority preschool children from multicultural backgrounds.
 - c. Ability to relate successfully to children and families.
9. Physical demands and working conditions:
 - a. Mobility: Must possess mobility of arms to reach and dexterity of hands to grasp and manipulate small objects such as would be needed to use a pen or a keyboard. Must possess sufficient mobility to operate a vehicle, to travel to school and community sites, and other meetings at a wide variety of locations. There is a requirement to attend meetings and make presentations which may involve prolonged periods of sitting and standing.
 - b. Vision: Must possess vision (which may be corrected) to read small print and computer screens.

- c. Speech/Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussion and questions during public and school meetings. The individual is required to speak clearly and distinctly, to make lengthy oral presentations and to converse by telephone.
 - d. Ability to lift 25 pounds.
 - e. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of the position.
10. Knowledge of current trends and research concerning child growth and development, instructional, behavioral needs of children.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for all aspects of the Head Start/State Preschool center including enrollment, accounting, attendance, and preparation of materials and lessons.
2. Provides supervision and guidance to instructional aides and volunteers.
3. Supervises children at play, directs play activities and develops play materials as required.
4. Assumes responsibility for the safety of children.
5. Plans, organizes, and implements age-appropriate learning and recreational activities which meet the individual needs and developmental needs of the child.
6. Develops an Individual Education Plan (IEP) for each child.
7. Uses a variety of techniques and strategies to enhance and develop the social, emotional, physical, and cognitive development of children.
8. Utilizes management strategies that provide a warm, caring and stimulating environment for children.
9. Assumes responsibility for general housekeeping and management of materials.
10. Participates in regular staff meetings and staff development.
11. Assumes leadership role with parent education or parent involved activities.
12. Communicates concerns about students with parents and school personnel.
13. Contacts parents as needed.
14. Performs first-aid.
15. Plans and coordinates field trips and accepts field trip responsibilities.
16. Records, reports, and maintains accurate enrollment and attendance.
17. Maintains records on child observations, growth, and development.
18. Able to perform non-violent crises intervention procedures.
19. Performs other duties as appropriate.

SPECIAL REQUIREMENTS:

1. Must have valid California Driver's license, proof of appropriate automobile insurance coverage, and have access to a reliable automobile for use on the job.
2. Must clear Child Abuse Index and Criminal Records check with the Department of Justice.
3. Proof of tuberculosis clearance to be renewed biennially.

Application Forms Available at www.castaic.k12.ca.us

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, James Gibson, Superintendent, Castaic Union School District.