



JOB DESCRIPTION

Master Teacher

I. TITLE: Master Teacher (CA State Preschool Program)

II. QUALIFICATIONS:

- BA Degree in Child Development, Human Development or related field
- Child Development Site Supervisor Permit issued by the Commission on Teacher Credentialing
- Bilingual Spanish/English or other preferred
- Three years or greater experience working with young children in a preschool setting
- Two years or greater experience supervising staff in an ECE setting
- Three years or greater experience working with parents in an ECE setting
- Experience planning and coordinating program activities
- Ability to work in a multi-cultural environment
- CPR/FA certification

III. REPORTS TO: Child Development Director
Wallis Annenberg Child Development Center (WACDC)
Children's Bureau at Magnolia Place Family Center

IV. POSITION DESCRIPTION:

Under supervision of the Child Development Director, the Master Teacher will develop and implement a CA State Preschool Program (CSPP) for 3-5 year olds and other early childhood education programs. The Master Teacher will also collaborate with both internal and external partners to create and operate a drop-in resource center for parents, child care providers and other caregivers of children 3 – 5 years old. Supervise staff and ensure that other parts of the program are implemented, which include CACFP meal program duties and responsibilities.

V. DUTIES AND RESPONSIBILITIES:

- Implement the CSPP 3-5 year old preschool program
- Implement the Drop in Resource Area for Caregivers of children three to five years old
- Implement other early childhood education programs of the WACDC as appropriate
- Supervise teachers, interns and volunteers in the teaching and implementation of the program
- Collaborate with Child Development Director, the Family, Friends and Neighbors Program Coordinator, and other internal and external partners as needed to achieve agency goals for the programs listed above
- Ensure adequate outreach and family/caregiver recruitment for full participation in programs
- Assessment of children and collection of data necessary for the evaluation of the programs
- Oversee the performance of the Desired Results for Children and Families Evaluation Process and compiles data to generate reports and complies with standards
- Oversee child development interns and volunteers, providing them with training and scheduling their work
- Oversee and facilitate CSPP events, parent activities, trainings, and workshops
- Performs and follows CACFP meal program duties and procedures
- Oversee CACFP meal program duties and procedures

