

# JOB DESCRIPTION Master Teacher

## I. <u>TITLE:</u> 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. <u>DUTIES AND RESPONSIBILITIES:</u>

- 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

#### VI. <u>GENERAL:</u>

- Maintain confidentiality in matters of agency operations, personnel, and clients
- Maintain positive communications with all agency staff, clients, and visitors
- Exercise good judgment in performance of duties and responsibilities
- Support existing agency policies, principles and mission
- Other related duties as assigned

VII.	<b>SALARY GRADE:</b>	6	STATUS:	EXEMPT

#### **BENEFITS**

All positions regularly working 20 + hours per week are eligible for medical and dental benefits.

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements.

This description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow other instructions and to perform any other duties requested by his or her Manager and/or Supervisor.

Employee Signature	Date
Print Name	-

Revised: 04/30/2010