

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Child Development Lead Instructor I	FLSA: Non-Exempt
Department:	Child Development	
Reports To/Evaluated by:	Child Development Program Supervisor	Salary Schedule: Child Development Salary Schedule

SUMMARY

Manages a site program which meets the following criteria:

- Supervises up to 65 students in the expanded learning programs.
- Supervises 1 or more staff.
- Coordinates before school, transitional kindergarten/kindergarten, and after-school programs.

NATURE AND SCOPE

Under the direction of the Child Development Program Supervisor, this position is responsible for the implementation of the entire program at the school site level. Duties include personnel management, parent communication, scheduling, attendance, delivery of program and safety issues. Work is performed both indoors and outdoors at the school site.

DISTINGUISHING CAREER FEATURES

Must have experiences as a Child Development Site Instructor and/or have equivalent experiences working with school-age students.

ESSENTIAL TYPES OF DUTIES

- Communications with parents and students regarding program, attendance concerns, behavioral concerns, and/or progress of students.
- Ensures that program policies and procedures are followed at the school site.
- Acts as a liaison between the on-site expanded learning programs and school administration.
- Communicates site program needs to Child Development Program Supervisor.
- Complete necessary documentations as required by program guidelines and/or District request.
- Provides care, guidance, and positive experiences for the students.
- Oversees the implementation of effective curriculum through lesson planning and instructional strategies.

- Provides leadership for expanded learning program staff and conducts on-site meetings.
- Attends staff development trainings and meetings as scheduled and assigned as related to improvement, implementation, and/or updates.
- Assists Child Development Program Supervisor with the required staff job performance appraisals.
- Performs and assists with such other tasks and assumes such responsibilities as the Coordinator of School Age Children and/or Child Development Program Supervisor may assign or delegate.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of Expanded Learning Programs and policies. Must understand school safety procedures. Requires knowledge of instructional strategies and techniques for supervising students.

Abilities: Must be able to perform all the duties of the position with support of Child Development Program Supervisor. Must be able to set expectations and support positive student behavior. Requires the ability to engage with parents, peers, and students effectively.

Working Environment: Work is performed in a classroom and playground setting presenting minimal exposure to health or safety hazards.

Education and Experience: Have earned at least 18 college units in Child Development, Early Childhood Education, or other related field with emphasis on elementary age children; and have at least one year experience in a school-age enrichment program or childcare setting; maintain current CPR/Pediatric First Aid certification.