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<b>Position:</b>	Teacher/Program Assistant -Clovis Family Literacy Early Childhood Education (Preschool)	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Clovis Adult Education	<b>Salary Grade:</b>	25
<b>Reports to/Evaluated by:</b>	Program Coordinator	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

The Clovis Family Literacy Early Childhood Education (preschool) Teacher/Program Assistant-Adult Education works in a classroom setting and designs and implements an effective Family Literacy/Child Development Program, which adheres to sound educational principles and complies with regulations as outlined by the California State Department of Education.

**NATURE AND SCOPE**

Works under the direction of the Program Coordinator. Classroom activities and lessons for preschool/elementary children and their parents are developed and implemented. The Program Coordinator and the classified teacher coordinate activities, supervise the classroom aides, make home visits, visit target elementary schools to recruit qualified families, and provide activities for K-6 children whose parents are in one or more of the Clovis Family Literacy Programs. Provides direction to instructional aides and leads the Early Childhood Education classroom activities.

**DISTINGUISHING CHARACTERISTICS**

This position is a classified teaching position funded by the California State Department of Education and Clovis Family Literacy Program.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Plans, supervises, and implements Clovis Family Literacy Early Childhood Education Program's in accordance with State guidelines.
- Provides a safe, nurturing, positive learning environment for children.
- Communicates with parents regarding the program and the individual needs of their children.
- Submits lesson plans for approval to the Program Coordinator on a weekly basis.
- Provides care, guidance and positive experiences for children enrolled in the program.
- Completes daily attendance and record keeping procedures.
- Supervises and provides guidance to Early Childhood Education Aide as needed.
- Monitors the individual child in relationship to his/her culture and socioeconomic background.
- Maintains open and effective home-school communication.
- Provides opportunities for parent education and involvement in an educational setting through interaction between parent and child.
- Develops and implements effective, developmentally appropriate curriculum for Early Childhood Education children 0-5.
- Participates on a regular basis in professional growth and development opportunities.
- Attends all regular staff meetings.
- Administers pre and post assessments of preschool students.

## **QUALIFICATIONS**

**Knowledge and skills:** Requires a thorough knowledge of early childhood development theory and practices. Requires a thorough knowledge of the goal and purposes of the Clovis Family Literacy Program. Must understand the program's instructional process, behavior management techniques, and evaluation procedures. Strong communication skills are required as well.

**Abilities:** Must be able to perform all of the duties of the position efficiently and effectively. Requires the ability to develop program elements and activities that meet the standards set by the State and District. Must be able to provide guidance and developmental experiences for both parents and children enrolled in the program. Must be able to analyze situations and develop and implement effective responses. Requires the ability to organize, plan and prioritize duties in order to meet schedules and timelines. Must be able to supervise and lead other staff in a manner which encourages high morale and efficiency. Proficiency in routine word processing and e-mail is expected.

**Experience and Training:** Incumbents must meet at least one of the following requirements:

- High School diploma or equivalent supplemented by a minimum of 15 semester units in Early Childhood Education. Minimum 4 years teaching experience required.
- or-
- BA degree with emphasis on Early Childhood Education or Child Development. Minimum of 3 units of administration or staff relations. Minimum of 1 year of teaching experience required.

**Licenses or Certificates:** A Child Development Permit.