

JOB DESCRIPTION  
Pleasanton Unified School District

~~INFANT/TODDLER ASSISTANT II~~ EARLY EDUCATION LEAD

Purpose Statement

Under the direction of the Program Director, ~~the job of Infant/Toddler Assistant II is done for the purpose/s of supervising and teaching preschool teachers and assistants~~ Early Education Lead is to direct and lead Early Education Teachers and Aides; ~~ensuring~~ ensure compliance with Community Licensing regulations plus Cal Safe and Head Start program requirements, as well as Pleasanton Unified School District program requirements; ~~managing~~ manage program ~~requirements~~ components; oversee day-to-day program operations; and ~~coordinating~~ coordinate communications with parents.

Essential Functions

1. Administers program requirements and components, policies and guidelines ~~for the purpose of maintaining to maintain~~ compliance with Community Care Licensing regulations plus Cal Safe and Head Start requirements and program funding.
2. Coordinate with other District staff for planning and assessment purposes.
3. Build and maintain professional relationships with families to foster communication of a child's needs, including semi-annual Service Agreements as required by Licensing.
4. Assesses center needs and purchase items (e.g. food, instructional materials, equipment, supplies, etc.) ~~for the purpose of ensuring to ensure~~ the availability of items to maintain the center.
5. ~~Develops~~ Coordinate and implement curriculum programs and activities (e.g. art, science, library, music, housekeeping, computer, sand box, etc.) ~~for the purpose of to presenting and/or reinforcing~~ reinforce learning concepts and reaching students in order to reach children's academic, social, and developmental goals.
6. Instructs infant/toddlers (e.g. art, science, music, housekeeping, story time, movement activities, etc.) ~~for the purpose of improving the students to improve the child's overall developmental goals,~~ academic success and transition to preschool.
- ~~7. Maintains a variety of records for the purpose of ensuring compliance with program requirements.~~
8. Organizes and facilitate developmentally appropriate learning activities (e.g. indoor/outdoor, quiet/active) ~~activities appropriate to age group for the purpose of actively participating in the learning activities~~ with children.
9. Participates in workshops, meetings, and community events, ~~etc. for the purpose of receiving and/or presenting to receive and present~~ program information.
10. Prepares and maintain a variety of reports (e.g. student child information, lesson plans, inventory, enrollment, etc.) ~~for the purpose of meeting to ensure compliance with all program, district, state and federal requirements.~~
11. Responds to inquiries ~~from a variety of sources~~ (e.g. developmental questions at parent meetings, information on breast feeding, bottle feeding, nutritional needs, SIDS, immunization, etc.) ~~for the purpose of resolving to resolve~~ issues, providing provide information and/or direction.
12. Supervises Lead and direct all personnel in the classroom (e.g. daily schedule, staffing patterns, curriculum, etc.) ~~for the purpose of ensuring to ensure~~ the efficient operation of the site.
13. Develop and monitor site program budget and funding.
14. Provide additional staff coverage within the classroom as needed.

## Other Functions

Assists other ~~personnel as may be required for the purpose of supporting~~ staff within the scope of their job classification as needed in order to support them in the completion of their work activities.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws related to state & federal licensing, Headstart requirements; planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

## Responsibility

Responsibilities include: working under ~~direct limited~~ supervision using standardized routines; ~~directing~~ other ~~persons~~ staff within a small work unit; and ~~monitoring~~ budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

## Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: ~~significant frequent~~ lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience

~~Job related experience within specialized field is required.~~

Minimum of two (2) years of leading and directing an Infant/Toddler Program and two (2) years of direct teaching in an Early Childhood Education setting.

Education

~~Targeted job related education that meets organization's prerequisite requirements.~~

Baccalaureate degree or AA in Early Childhood Development preferred or equivalent experience in related field.

Twenty-four (24) ECD units (12 core units as required by Community Care Licensing)

Six (6) units in Administration and Supervision, three (3) units Infant/Toddler Development required by CCL.

Required Testing

None Specified

Certificates & Licenses

First Aid/CPR with Health & Safety (16 hours)

Site Supervisor Level Children's Center Permit (or eligibility)

Continuing Education & Training

Infant/Toddler Development Course

24 ECD Units

21 hours professional growth yearly to maintain

Children's Center Permit (Issued by CA Commission on Teacher Credentialing)

Clearances

Criminal Justice Fingerprint/Background Clearance

Health Screening

TB Clearance

Proof of MMR, DTAP, and Influenza Vaccine (or waiver)

Mandated Reporter Clearance

Integrated Pest Management Certificate

Sexual Harassment Training

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 25