



## Job Description

Job Title:	Preschool Group Leader	Job Code:	<b>080618</b>
Job Family:	BASE, Preschool & Outdoor Education Programs	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	Classified	Pay Range:	<b>G 17</b>
Prepared/Revised Date:	June, 2008	Typical Work Year:	<b>9 months</b>

**SUMMARY:** Work in collaboration with Early Childhood Administration and other Early Childhood Education staff to develop lesson plans and implement curriculum for a preschool classroom of at-risk students. Provide instructional leadership and direct Preschool Site Leader in classroom. Complete periodic student assessments in accordance with district and state regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Implement district curriculum, develop lesson plans, monitor student progress & lead instruction and specialized interventions for preschool students in individual, small & large group settings.	D	40%
2. Prepare materials and classroom for lessons, maintain classroom supplies and maintain a clean educational environment in accordance with State regulations.	D	10%
3. Assist & maintain communication with families by helping develop newsletters & other communication materials. Keep families informed on student progress, resolve problems and issues with families, schedule & complete parent conferences and maintain confidentiality.	D	10%
4. Supervise, support & train Site Leader. Prioritize, schedule and assign work.	D	10%
5. Perform clerical duties related to State licensing, Results Matter, Child Find and the Colorado Preschool & Kindergarten (CPKP) Program and other related work.	W	7%
6. Meet weekly with classroom staff to discuss programming and progress for all students.	W	7%
7. Participate in all Early Childhood Education staff development & training.	M	5%
8. Perform financial responsibilities by submitting purchase reports for supplies and materials to Early Childhood Administrative Assistant.	M	5%
9. Performed assigned duties pertaining to CPKP screenings	A	4%
10. Perform other related job duties as assigned.	Ongoing	2%
<b>TOTAL</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- **All candidates must be Group Leader Qualified consistent with Colorado Dept. of Human Services regulations through one of the following means:**
  1. Hold a Bachelor's degree in Early Childhood Education, Elementary Education, Special Education Family & Child Development or Child Psychology from a regionally accredited college or university or
  2. Have completed two years of college education (60 semester hours) from a regionally accredited college or university with at least one college course in child development plus six months (910 hours) of verified experience in the care and supervision of four or more children under six years of age who are not related to the individual or
  3. Have twenty-four months (3640 hours) of verified experience in the care and supervision of four or more children under six years of age who are not related to the individual plus either a current Colorado Level 1 credential or two three-credit college courses from a regionally accredited college or university with one being the Introduction To Early Childhood Education.
- Experience with preschool-age children preferred.
- Experience with implementation of curriculum, lesson planning, data collection and supervision and management of adults is preferred.
- Supervisory experience preferred
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications within three months of entering position.
- Universal Precautions training required within three months of entering position.
- Medication training required within three months of entering position.
- Successful completion of a pre-hire post-offer physical examination.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile & stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Director of Early Childhood Education	060508

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Preschool Site Leader	1	050322

- Responsible for supervising the behavior and well-being of students in the classroom and on recess.
- Acts as a lead for Preschool Site Leaders by providing leadership, direction, guidance, delegation, assignment of work and input into performance appraisals.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance			x	
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste		x		
Smell		x		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				x
Up to 25 pounds				x

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare	x			
Analyze	x			
Communicate				x
Copy		x		
Coordinate		x		
Instruct				x
Compute		x		
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile		x		
Negotiate	x			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	x