

Job Title:	<b>Preschool Site Leader</b>	Job Code:	<b>050322</b>
Job Family:	<b>BASE, Preschool &amp; Outdoor Education Programs</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Pay Range:	<b>G 15</b>
Prepared/Revised Date:	<b>April, 2008</b>	Typical Work Year:	<b>9 months</b>

**SUMMARY:** Work under the supervision of the Early Childhood Special Education teacher to develop weekly lesson plans and prepare materials for a preschool classroom of special needs and typically developing students and then implement these plans in the classroom. Provides individual personal care for students as needed. Conduct periodic assessment and record individual development of each student’s skills.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Implement and assist with instruction and specialized interventions for preschool students in individual small and large group settings following lesson plans	D	60%
2. Prepare materials and classroom for lessons and maintain classroom and supply cleanliness and order including disinfecting and sterilizing common areas and equipment.	D	14%
3. Assists with all areas of physical needs for all students, including performing daily routines, toileting, specialized dietary requirements, and medical needs as delegated by the Preschool Registered Nurse.	D	10%
4. Meet weekly with assigned team to discuss programming and progress for all students.	W	8%
5. Assist in maintaining checklist of skills attained and individual portfolios of work	W	3%
6. Participate in all Early Childhood Education staff development and training.	M	2%
7. Perform clerical duties related to state licensing, Special Education, Child Find and Colorado Preschool Program (CPP) screenings, and other related paperwork tasks.	M	2%
8. Perform other job related duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Experience with children with special education needs, including Autism, preferred.
- Experience in an early childhood setting preferred.
- Must be 18 years old or older.
- Post secondary coursework in early childhood education preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications within 3 months of entering position.
- Universal Precautions training required within 1month of entering position.
- Medication training acquired within 3 months after entering position.
- Certification as a Child Development Associate (CDA) preferred.
- Successful completion of a pre-hire post-offer physical examination.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Ability to work with special needs children.
- 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 and 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 people 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.
- Operating knowledge of communication devices, sign language, Picture Exchange Communication System (PECS) and assistive technology preferred.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Preschool Site Director or Director of Student Support Services	1050 or 050701

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well being of students in the classroom and on recess.

**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 feed				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
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		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

VISION DEMANDS:	Required
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	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X