

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 373
EXEMPT

LEAD MASTER TEACHER - INFANT/TODDLER - CHILD DEVELOPMENT CENTER

BASIC FUNCTION:

Under the direction of the Senior Director, Early Care and Education and assigned Site Supervisor, provide a comprehensive child development and early educational program for infants, toddlers and preschool age children; provide an environment in which each child can grow emotionally, socially, intellectually and physically according to his/her needs, ability level and maturity; collaborate with staff and outside agencies; assist in the supervision of child development assistants; coordinate curriculum and staff development, assessments, site evaluation, and parent involvement; supervise a child development program operating at a single site in the absence of the Site Supervisor; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Ensure staff to student ratios, are in compliance with state requirements; cover staff absences as assigned; work with staff to complete the annual program self-evaluation.
- Review lesson plans; ensure activities implemented in the classroom meet the individual needs of the student; conduct and document observations on a regular basis.
- Supervise a child development program operating at a single site in the absence of the Site Supervisor.
- Attend to health and personal hygiene needs of children on a daily basis which may include, but not be limited to, feeding, toileting, diapering, and needs of the individual child; plan and implement acceptable techniques or routines of feeding, toileting, sleeping, dressing, washing and related housekeeping responsibilities.
- Communicate and interact with children, parents, staff, community, and program administration; build home/school relationships with families including ongoing communications; demonstrate consideration, respect and warm, friendly interest in the child development children and their families.
- Communicate with and assist with the supervision of child development assistants and personnel assigned to the classroom regarding curriculum implementation and other duties; train staff to promote effective instructional practices within the center.
- Conduct educational assessments; provide children with access to the academic core curriculum; monitor progress towards meeting instructional academic goals; provide instruction and special education support to children with special needs and disabilities; ensure active involvement in implementing goals noted in the child's Individual Education Plan (IEP) or Special Services Plan (SSP).
- Create a functional and attractive environment for learning, including displays, bulletin boards, learning centers, and instructional equipment.
- Determine professional goals and objectives through the assessment and evaluation process.
- Develop, implement, and train internal and external personnel and stakeholder groups, as assigned, in maintaining health and safety standards in child development centers.
- Develop, select, modify instructional plans and materials to meet the needs of all students; order and maintain instructional materials and supplies and assist in record keeping relating to center-to-center operations.

- Maintain professional standards and competence through participation in professional growth opportunities provided by the County Superintendent and in self-directed professional growth activities.
- Monitor and evaluate the progress of the children's emotional, social, intellectual and physical development on a regular basis; maintain appropriate records, prepare progress reports and communicate with parents on individual child's progress.
- Participate in annual professional development to include but not limited to children with disabilities and dual language learners, as directed.
- Plan a program of activities and learning experiences for children ages zero (0) to five (5) that will: further physical skill, develop language ability, guide social development, foster emotional development, build number and science concepts, and develop creative abilities using effective positive behavioral interventions and supports; develop self-control and responsibility for group participation and conduct and the importance of being a contributing citizen in the community.
- Plan and implement home visits as assigned.
- Plan, implement and coordinate a comprehensive child development and early educational program for infant, toddlers and preschool age children; ensure that the education program is developmentally appropriate for each child's individual needs and meet the program standards.
- Plan, order and supervise the serving of food, ensure children eat a balanced meal and have a happy and orderly social experience; prepare lunch counts, serve food, encourage new and/or different food acceptances, and build desirable eating habits and manners; follow guidelines for healthy meal plans.
- Prepare and maintain a current work schedule, which may include, but not be limited to, lesson plans for substitute teachers.
- Prepare, maintain and submit accurate records, reports, files and documentation as assigned on each student enrolled, including but not limited to, children's goals and objectives, development assessments results, conference information from parents and other professionals; meet all required timelines and deadlines.
- Provide an atmosphere and environment conducive to the growth of the whole child which includes the emotional, social, intellectual and physical according to his/her needs, ability level and maturity; monitor the room environment through control of heating, lighting, and ventilation to the extent possible; and is conducive to maintaining a feeling of security.
- Provide daily on-site administration and supervision; plan and participate in assessment activities; perform basic attendance accounting as required; coordinate program evaluation and site reviews; ensure site meets licensing, contract and program policies and procedures.
- Provide service in the care, development, and instruction of infant and/or toddler children in a childcare and development program.
- Support assessments based on program requirements as assigned.
- Support and implement quality improvement programs such as Accreditation and QRIS System to ensure center embeds all requirements.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and complete assigned personnel evaluations as requested.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California Child Development Centers/Programs; research and evaluate the

efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.

- Coordinate with program administration in planning and developing school activities related to, and an extension of, the instructional and guidance program of the child development center.
- Examine, select and provide in-service training of child development center staff and external stakeholder groups, as assigned.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language may be required.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Appropriate practices within all developmental domains.
- Basic first aid.
- Cultural and socio-economic differences and impact on families.
- Child development, current trends and research in Early Childhood Education, recreation and fine/performing arts.
- Curriculum and instruction, instructional materials, and methods, interpretation and application in the assigned program.
- Evaluation and assessment techniques and procedures.
- Positive behavioral interventions and supports.
- Safety and health practices and universal precautions when administering first aid.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Administer First Aid.
- Collaborate with community organizations and services available to preschool students and parents.
- Lead and supervise child development staff.
- Maintain child and family confidentiality.
- Manage a positive, educational child development center/classroom environment.
- Organize and direct classroom and outside activities.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing with parents, staff, community, and program administration.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Three (3) semester units or equivalent quarter units from an accredited or approved college or university in infant and toddler care.
- Six (6) semester units or equivalent quarter units from an accredited or approved college or university in infant and toddler care within one year of date of hire.
- Six (6) units associated with children with disabilities within one year of date of hire.
- Bachelor's degree in Child Development or related field.

EXPERIENCE:

- Two years teaching in a classroom with children ages zero (0) to five (5) years old preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Child Development Site Supervisor Permit.
- Valid First Aid and CPR AED certificate issued by an authorized agency.
- Read, speak, translate and/or write in a designated second language may be required.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Indoor, outdoor, child development center, office, and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others, understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2018

Revised: 06/28/2019; 07/02/2019; 06/22/2021; 02/25/2022