

TITLE: PRE-KINDERGARTEN PROGRAM DIRECTOR

QUALIFICATIONS:

1. California Child Development Program Director Permit; or administrative services or teaching credential authorizing service as pre-kindergarten program director
2. Successful experience as pre-kindergarten teacher
3. Knowledge of and training in Desired Results Development Profile (DRDP)
4. Ability to communicate effectively with students, staff and community

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To help teachers increase skills, improve development and utilization of instructional materials, and to improve performance in increasing academic achievement of each child in pre-kindergarten program

PERFORMANCE RESPONSIBILITIES:

1. Assists teachers with implementation of textbooks, curriculum materials and educational technology techniques
2. Acts as resource on new materials selection and implementation
3. Assists teachers with planning, lesson development and establishing classroom procedures
4. Assists teachers with diagnosing and prescribing to meet needs of children
5. Acts as demonstration teacher for all phases of teaching and classroom management
6. Provides staff development, training and in-services pertinent to pre-kindergarten program
7. Assists teachers in maintaining state-required documentation and records
8. Plans and coordinates work of aides, assistants, parents and volunteers
9. Maintains professional competence through in-service educational activities provided by District or State of California
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; pre-kindergarten teachers salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.