



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>JUMPSTART! INSTRUCTOR LEAD</u>			
DEPARTMENT/SITE:	School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	23 per 2021/2022 Schedule
		WORK YEAR:	11 Months (209 Days)
REPORTS TO:	Assigned administrator	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize and implement approved developmentally appropriate curriculum for the development of children enrolled in the Jumpstart! Early Childhood Education program; coordinate and implement programs and activities to provide a safe and nurturing environment conducive to the growth and development of children; schedule, provide guidance to Jumpstart! program staff. The incumbents in this classification assist in providing students with Early Childhood Education which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

Jumpstart! Instructor Leads plan, organize and implement a preschool program, and provide guidance to Jumpstart! program staff. **Jumpstart! Instructors** organize, implement and supervise students in a preschool program.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, organize, and implement an approved curriculum for the development of children enrolled in the Jumpstart! Early Childhood Development program; develop goals and objectives consistent with student needs; support assigned supervisor, revise the educational program dependent on the needs of the individual child recognizing interests, unique needs, special talents, and the style and pace of learning.

Schedule and provide guidance to Jumpstart! Early Childhood Development program staff; conduct periodic staff meetings and in-service trainings as necessary.

Provide tutorial, support, and early childhood education services to assure preschool-age children enrolled in an assigned program are ready for kindergarten; tutor individual students in classrooms in a variety of subject areas and implement lesson plans as assigned; set up work areas, displays, and exhibits, operate equipment and distribute and collect paper, supplies, and materials; maintain routine records related to assigned students.

Assure a preschool environment favorable to promoting social, emotional, physical, and cognitive development using developmentally appropriate practices; coordinate Jumpstart! Early Childhood programs with school site personnel; design and implement schedule of activities appropriate to the goals

of the program.

Monitor and observe children during outdoor playground activities; organize and coordinate physical fitness programs and other sports activities.

Monitor the health of preschool students and administer basic first aid, take temperatures, and perform other health and safety-related functions; provide specialized procedures including tube feeding, epi-pen, catheterization, and others as required; assist children in toileting, which may include diapering under special needs circumstances, and proper hygiene as appropriate; notify appropriate personnel of health-related issues as necessary.

Monitor quantities and assist in serving snacks for children; provide snack counts to the EDP Office.

Perform routine clerical duties such as filing and duplicating instructional materials as assigned; assist with preparing charts, bulletin boards, and displays.

Perform light housekeeping and yard cleanup activities; perform periodic custodial activities to maintain classroom in a sanitary, neat, and orderly condition; clean and disinfect restrooms; sweep floors and spot mop as needed.

Involve parents and families in student activities; participate in parent conferences; provide information concerning children's progress.

Observe children during classroom activities; document and record individual and group observations; maintain child observation records according to established guidelines.

Attend meetings and participate in training workshops, conferences, courses and a variety of professional growth activities as required; provide parent education and advisement concerning child development.

Operate a variety of audio-visual, office, and instructional equipment, including a computer and assigned software.

Administer basic first aid and CPR as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Concepts of child growth, development, and behavior characteristics of preschool-age children.

Early childhood curriculum areas and appropriate methods for implementation and assessment.

Preschool instructional/tutorial procedures and practices.

Methods of observing, evaluating, and recording child behavior.

Safe practices in classroom activities.

Requirements of maintaining a children's center in a safe, clean, and orderly condition.

Cross-cultural issues.

Policies and objectives of assigned program and activities.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Applicable laws, codes, rules, and regulations.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Health and safety regulations.

Principles and practices of providing guidance to others.

Operation of a variety of audio-visual, office and instructional equipment.

ABILITY TO:

Plan, organize, and implement an approved curriculum for the development of children enrolled in the District Preschool program.

Develop daily lesson plans in accordance with established policies.

Maintain a clean, safe, attractive, and positive learning environment.

Communicate effectively with children and adults both orally and in writing.

Observe and evaluate student learning.

Demonstrate patience, respect, and understanding of others.

Demonstrate cross-cultural sensitivity and respect.

Work independently with little direction.

Plan and organize work.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Provide guidance to others.

Operate a variety of audio-visual, office, and instructional equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent, and four years of experience in a group preschool child care setting is required.

LICENSES AND OTHER REQUIREMENTS:

Valid Child Development Site Supervisor Permit.

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Valid California driver's license and the ability to maintain qualification for insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment and materials.

Standing and walking (often on uneven ground) for extended periods of time to monitor and assist students in the classroom and on the playground.

Regularly lift and/or move various items up to 35 pounds and occasionally lift and/or move various items up to 50 pounds.

Bending at the waist, kneeling, squatting, crawling, twisting, crouching, and reaching on a daily basis to perform various activities in a classroom and playground area.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: GB 04/26/05; PC 04/28/05New Class; 6/15 Reallocated from R16 (Ewing)

5/22 Revised / Retitled (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022