



Job Title: **Pre-School/Day Care Manager**

Department: **High Schools**

Supervisor: **Principal**

Lane Placement: **ESP Lane 4**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of school Principal, the Pre-school/Day Care Manager creates a program and environment favorable to learning and personal growth for high school students in Child Development classes and for the pre-school students. Incumbent establishes an effective rapport with the children and motivates them to develop skills and knowledge needed to provide a good foundation for elementary grade education. Incumbent utilizes high school students as assistants during each period of the day, teaching them the skills of operating a day care.

ESSENTIAL FUNCTIONS

- Teaches the alphabet, music, art, health physical education, and science to pre-school children.
- Develops lesson plans and instructional materials and provides individualized and small group instructions.
- Establishes and maintains standards of behavior for children.
- Keeps appropriate records.
- Works with school nurse in assessing and helping with children's health concerns.
- Creates and maintains a pleasant learning environment (e.g. cleaning the area and laundering).
- Selects books and instructional assistants and maintains required inventory records.
- Supervises high school students in pre-school assistant experiences.
- Supervises children on the playground.
- Operates office equipment (e.g. ditto, mimeograph and photocopy machines).
- Operates audio visual equipment (e.g. film projector, tape recorder, overhead projector, opaque projector, record player and video).
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Training in Early Child Development preferred.
- Previous experience working with children is preferred. This position is more than babysitting because the children are here on a daily basis and they are in their formative years.
- Must demonstrate competence in reading, writing, speaking, and simple math.
- Requires ability to make decisions concerning the care and teaching of children.
- Requires ability to handle medical or other problems that may arise.
- Requires good interpersonal skills. Interacts with children, parents, student assistants and school staff.
- Requires ability to be in tune with each child's growth and development.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/10/2020