

Indian Springs School District

Stipend Position: **School Readiness Program Facilitator**

Supervisor: Superintendent/Principal

Direct Supervisor: Lead Teacher

Job Summary:

Under supervision of the Lead Teacher and the Principal/Superintendent, performs the necessary duties to plan and implement a school readiness program to assist 3 and 4 years olds in getting ready for kindergarten. It is the Facilitator's responsibility to plan, participate in, and supervise program activities, and to insure the safety of the children participating. In addition, to ensure that program materials, equipment and furniture are used responsibly. The position will be responsible for facilitating on-going parent training and creating, collecting or duplicating parent training materials.

Qualifications Required:

1. High School diploma or equivalent
2. Must be willing to participate in training and observation of other programs
3. Must enjoy working with and have a genuine concern for children aged 3-5
4. Ability to work with children and parents of differing socioeconomic and ethnic backgrounds
5. Ability to work independently and be self motivated
6. Interpersonal skills including tact, patience and courtesy
7. Possess excellent verbal and written communication skills
8. Maintain a positive and supportive program for children
9. Have a clear criminal record
10. Have a valid California Driver's license and current auto insurance
11. Must complete the required fingerprinting and TB testing
12. Must pass a pre-employment physical and drug testing

Qualifications Preferred:

13. One year of working with children in an educational setting
14. At least three units of Early Childhood Education courses
15. Knowledge of child growth and development

Must have the ability to:

- Speak, read, and write in English; Bilingual skills may be desired
- Use correct grammar, syntax, spelling and punctuation
- Understand and carry out oral and written directions
- Prepare correspondence independently
- Access the Internet to locate information
- Communicate effectively with a wide variety of personalities and maintain cooperative relationships with those contacted in the course of work
- Express initiative and adaptability
- Work effectively with preschoolers and their parents and have the ability to analyze situations and take an effective course of action
- Maintain the confidentiality of information including personnel matters and all sensitive communications of children and their parents
- Maintain a positive attitude toward and control of children

Stipend Duties:

- Maintain a self-management system including record-keeping
- Provide direct supervision of and interaction with children
- Plan and implement suitable kindergarten-readiness learning experiences for children
- Participate in outdoor activities with children
- Help children develop positive interpersonal relationships with peers
- Function as an appropriate, positive role model at all times for children and parents
- Manage inventory and ensure responsible use of program equipment and supplies
- Set up, monitor and clean up program space, including disinfecting toys and laundering when necessary to maintain a healthy environment
- Operate equipment necessary to the program
- Maintain related clerical tasks, including attendance monitoring
- Recruit volunteer participants to assist with the children
- Communicate program needs and issues to Lead Teacher and/or Superintendent
- Follow school rules and regulations as they pertain to the program
- Attend training sessions as needed and/or required
- Facilitate parent training through training events, open-house, orientation and/or family packets
- Refer children and families with special needs to appropriate services
- Attend appropriate staff meetings and in-service trainings
- Other duties as assigned

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds or the weight of the heaviest child. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the Superintendent.

I understand and will comply with the School Readiness Program Facilitator job description. If I have problems with this job description I will immediately communicate with the administration. For complaints and grievances I will refer to District Policies.

SIGNATURE

DATE