

City of
EDMONDS
Washington

RECREATION LEADER – Preschool

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-2
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Recreation Manager

POSITION PURPOSE: Under general supervision, plans, develops, presents, and instructs preschool, education for 3-1/2 to 5 year old children. Implements appropriate instruction based on class/age levels; ensures a safe environment for assistants and students; and promotes City Parks and Recreation Programs.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Implements planned curriculum with students and interacts on a daily basis with preschool children, communicating with parents as needed/necessary.
- Develops, researches, plans, prepares and, teaches age appropriate monthly curriculums, materials, and presentations.
- Researches age appropriate methods and lessons for the greatest educational benefit.
- Assists in interviewing and hiring of preschool assistant.
- Trains, evaluates and supervises preschool assistant.
- Prepares time sheets for payroll.
- Prepares written materials for dissemination and City website.
- Prepares and organizes supplies, lessons, and outside services.
- Consults with parents, school district employees, colleges and colleagues and communicates with parents and other early childhood professionals regarding programs and students.
- Performs set-up of classrooms and facilities.
- Cleans classroom and facilities including mopping, vacuuming, and emptying trash.
- Maintains awareness of new trends and developments in the field.
- Ensures processes, policies and practices are interpreted and applied consistently and effectively.

Required Knowledge of:

- Knowledge of early childhood development/education programs.
- Early childhood development and education principles and practices.
- Genuine interest in the development of young children.
- Record-keeping techniques.
- Supervisory and communication skills.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Basic program/project management techniques and principles.
- Interpersonal skills using tact, patience and courtesy.

JOB DESCRIPTION

Recreation Leader – Preschool Programs

- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Operation of audio-visual equipment.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Developing assigned curriculum and applying safe and appropriate instruction.
- Creating lesson and instruction plans in area of assignment.
- Relating well with other staff, students and parents.
- Analyzing problems and providing clear solutions.
- Meeting schedules and time lines.
- Preparing and maintaining basic records and reports.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying basic program/project coordination techniques and principles.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates' Degree Early Childhood Education, or related field and two years of experience in preschool supervisory and teaching experience OR an equivalent combination of education, training and experience

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Current First Aid/CPR Certification infant/Child.

Early Childhood Education Certification.

Must be able to successfully complete pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Ascending/descending stairs
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.

JOB DESCRIPTION

Recreation Leader – Preschool Programs

- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 10 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.
- Contact with sick children

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Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____