

## SAN JUAN UNIFIED SCHOOL DISTRICT

**POSITION TITLE:**Preschool/Children's Center/School-Age Parenting Lead Teacher **Position Code:**02 & 06

**DEFINITION:** Coordinates the curriculum or program within an assigned area and provides information and materials to district and school staff members upon request.

**DIRECTLY RESPONSIBLE TO:** Appropriate Administrator - Assigned Area

**DUTIES AND RESPONSIBILITIES:** (Responsibilities will include, but not be limited to:)

**Distinguishing Characteristics:** Academic training and/or experience pertinent to the specific position defined by the position code.

**Curriculum Responsibilities:** Utilizes course of study or program guidelines adopted by the Board of Education to assist in coordinating and articulating the overall activities within assigned area(s) of specialization; develops preliminary budget proposals to be submitted to the appropriate administrator; assists in the development of the curriculum or program requirements with special emphasis upon the assigned area(s) of specialization; develops surveys and compiles information to evaluate the effectiveness of the instructional program within the assigned area(s) of specialization; plans, recommends and assists in the coordination of inservice education activities which have been approved for implementation at school sites; provides recommendations for the development and/or modification of the curriculum or program; interprets the district's curriculum or program, with particular emphasis upon the assigned area(s) of specialization, to students, parents and the professional staff; reviews new materials appropriate to instruction and shares findings with the appropriate administrator and teaching staff; oversees the selection and maintenance of instructional materials; assists in updating existing materials and acts as a resource to school staff members upon request; observes and provides information for personnel assessment; inservice new personnel and demonstrate appropriate teaching techniques in assigned area(s).

**Professional Activities and Growth:** Maintains professional competence through self-selected professional growth activities; participates in district and/or school site curriculum meetings, committees and task forces and presents reports when appropriate.

### QUALIFICATIONS:

**Training, Education and Experience:** An approved credential issued by the California commission for Teacher Preparation and Licensing in the areas of responsibility.

**Knowledge and Skills:** Knowledge of assigned curriculum or program area(s); knowledge of resources available to supplement assigned curriculum or program area(s); knowledge of effective communication skills including initiating individual and group discussions, listening, clarifying and facilitating interaction among group members; knowledge of written communication skills to effectively convey ideas, reports, letters, and memoranda; knowledge of goal setting techniques including needs assessment and evaluation; knowledge of district adopted policies and procedures which govern program and curriculum; ability to coordinate school and/or district-wide programs.

**Physical Characteristics:** (Consideration will be given to reasonable accommodation.)

With or without the use of aids: Sufficient vision to read printed material; sufficient hearing to conduct in person and telephone conversations; sufficient physical mobility to move about the district and/or school site; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental and emotional stamina to perform the duties and responsibilities of the position.

Board Approved: 05/24/83

Revision Adopted by Board: 05/10/88