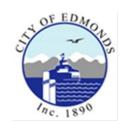
# City of EDMONDS Washington



# **Recreation Leader - Preschool**

Department: Parks, Recreation & Human Services Pay Grade: NE-23

Bargaining Unit: AFSCME Council 2 FLSA Status: Non-Exempt

Revised Date: October 2012 Reports To: Recreation Supervisor

**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.
- Research 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.

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- 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.
- 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 timelines.
- 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 in 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.

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- 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.
- 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

Incumbent Signature:	Date:	
Department Head:	Date:	

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