

Magnolia School District

SCHOOL READINESS OUTREACH EDUCATOR

DEFINITION

Under the direction of the School Readiness Program Coordinator, participate with teachers and other staff in the development, implementation, evaluation and maintenance of a quality School Readiness Program; provide a safe and nurturing environment for the growth and development of children cared for in the School Readiness Program; involve parents and families in student activities; conduct community outreach and parent education services.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Participate with parents, teachers, and other staff in the development, implementation, evaluation and maintenance of quality School Readiness Program;
- Evaluate program goals and objectives; provide a safe and nurturing environment for the growth and development of children cared for in the program; provide instruction and activities for children;
- Lead and supervise various activities; take attendance; provide an environment to develop maximum physical, emotional and cognitive development of children;
- Assess and evaluate children's progress; involve parents and families in student activities; provide information and referral services as needed;
- Explain policies, procedures, rules and regulations as needed; provide work direction and guidance to parents, staff, and volunteers as required;
- Notify staff of information pertinent to the needs of individual students; model standards of behavior and use a positive approach while working with children, staff and parents;
- Communicate and connect families with community resources;
- Coordinate trainings for parents about child development topics and early literacy;
- Maintain and assure a clean, safe attractive and positive learning environment; perform light housekeeping duties; consider the use of materials and equipment appropriate for young children;
- Maintain and prepare a variety of records and reports; prepare related schedules and materials for parents; operate a variety of audio-visual, office and instructional equipment; perform duties required by School Readiness Program performance standards and assure compliance with grant requests;
- Assist students with cleanliness;
- Participate in in-services and training sessions as assigned; attend staff and other meetings as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- California Preschool Learning Foundations and Kindergarten Standards;
- Program policies, practices and philosophy;
- Parent involvement techniques;
- Basic child psychology and development;
- Community outreach techniques;
- Lesson planning;
- Health, safety and nutrition requirements of children;
- Appropriate safety precautions and procedures;

- Methods of observing, evaluating and recording child behavior;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, develop and implement educational experiences for children at the Learning Link;
- Develop and maintain effective relationships with children, parents, and community agencies;
- Maintain records and prepare reports;
- Implement learning activities for children 0-5;
- Maintain a healthy and safe environment;
- Work independently with little direction;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work;
- Meet schedules and time lines;
- Work confidentially with discretion;
- Communicate effectively both orally and in writing;
- Accurately type at sufficient speed in order to perform functions of the job;
- Exchange information;
- Operate assigned equipment and demonstrate activities;
- Monitor and assist students and parents;
- Bend, kneel or crouch to assist students;
- Reach overhead, above the shoulders and horizontally;
- Lift and carry moderately heavy objects or children
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Completion of a minimum of twelve semester units of course work in early childhood education/child development (exclusive of field work) including at least one course in each of the following core areas:
 1. child/human growth and development;
 2. child, family and community, or child and family relations;
 3. programs/curriculum.
- Fifty days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last two years. This experience must be documented by a letter from the employer on the employer’s official letterhead;
- Meet the requirements for a minimum of a Child Development Associate Teacher Permit;
- First Aid and CPR certificates;
- Valid California driver’s license.

DESIRABLE QUALIFICATIONS

- At least one year of experience working in an educational setting;
- Knowledge of developmentally appropriate practices;
- Maintain a positive working relationship with parents and children;
- Understanding the needs of children;
- Knowledge of appropriate discipline and guidance techniques;
- Experience working with parents and children in a classroom setting;
- Knowledge of community resources;
- BA degree with an emphasis in Early Childhood Education

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods. Other locations may be mostly standing and moving from classroom to classroom.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 36

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Board approved: 4/19/10; 04/2017

EQUAL OPPORTUNITY EMPLOYER
