



City of Pacifica

CHILD CARE LEAD TEACHER

DEFINITION

Under general supervision, provide recreational and educational instruction and activities, social development, guidance and care for preschool and elementary age children by leading and assisting in the selection and coordination of a variety of activities and curriculum at a childcare site.

DISTINGUISHING CHARACTERISTICS

Child Care Lead Teacher is the lead teacher in the classroom. Child Care Lead Teachers may also be asked to temporarily oversee a school site when a Site Coordinator is offsite. If a situation arises where a Site Supervisor is unavailable for an extended period of time a Child Care Lead Teacher with a Site Supervisor Permit will be asked to act as a temporary Site Supervisor.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Child Care Site Coordinator. Child Care Lead Teacher supervises the classrooms to which they are assigned, including Child Care Aides, Associate Teachers, Teachers, and Full-time Teachers that are assigned to their programs.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist in the development of a diversified program of recreational games, sports, arts, crafts, and other activities for elementary school children.
- Assist in the development of a diversified preschool curriculum of music, science, math, dramatic play, social studies, literature, and recreational activities.
- Plan and lead a variety of activities appropriate to children of various age groups.
- Participate in and evaluate the effectiveness of activities and events.
- Instruct children in the safe and proper use of supplies and equipment. Instruct children in proper health and hygiene care.
- Assist in the selection and arrangement of field trips, special events and guest speakers.
- Assist with the preparation of site nutrition program.
- Assist with developing discipline techniques and maintaining acceptable classroom behavior from participants.
- Drive/Transport children using City of Pacifica City vans.
- Participate in cleaning and maintaining the facility and equipment.
- Inspect the site and equipment for potential safety hazards; take corrective action to prevent injuries.
- Assist in monitoring site supplies.
- Assist in recording numbers for attendance and nutrition reports. Perform related duties as assigned.
- Assist Site Supervisors with the evaluation process for Childcare Aides, Associate Teachers, Teachers, and Full-time Teachers (I/II) that are assigned to their programs.
- Attend and participate in required in-service training activities.

- Assist Site Coordinator in preparing yearly State of California Desired Results reports, including managing children's portfolios, and monitoring student progress by using Desired Results Developmental Profile and designated online educational platforms.

QUALIFICATIONS:

Knowledge of

- Developmental stages of school-age and preschool children
- Classroom teaching and management practices and techniques including age-appropriate curriculum and activities.
- Basic first aid, health/hygiene, and safety practices
- Customer service and public relations techniques
- Modern office equipment and methods including use of computer applications in word processing, spreadsheets, presentations, and databases.

Skill/Ability to

- Conduct, plan, and participate in a variety of activities for preschool and elementary school age children.
- Utilize Microsoft Word application, to create classroom rosters, task lists, and observational notes/assessments.
- Maintain effective group control.
- Communicate effectively both orally and in writing.
- Maintain patience while working with children.
- Establish and maintain cooperative relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Experience:

Two years' experience in a group setting with preschool or elementary school-age children.

Experience Desired:

1. Three or more years' experience working at an early childhood or school-aged program.
2. Experience in training full and part-time staff members in a variety of topics.
3. Experience planning curriculum for a variety of age groups.
4. Master Teacher or higher Child Development Permit.
5. Bilingual skills.

Training:

24 units in Child Development including all 12 units of the core child development classes, and 16 general education units.

AA or higher in Early Childhood Education with a 3-unit supervised field experience class is desired.

Certifications:

Child Care Lead Teachers must have a current Teacher permit from the State of California upon hire date.

Teacher Permit Requirements:

OPTION #1:

Experience: One hundred seventy five (175) days experience supervising children as defined as three (3) hours or more per day in the past four (4) years. This experience must be in a group setting working with children aged 2 ½ - 14.

Education: 24 units in Child Development including all 12 units of the core child development classes, and 16 general education units.

OPTION #2

Experience: One hundred seventy-five (175) days experience supervising children as defined as three (3) hours or more per day in the past four (4) years. This experience must be in a group setting working with children aged 2 ½ - 14.

Education: AA or higher in Early Childhood Education with a 3-unit supervised field experience class.

Red Cross Infant/Child CPR and Red Cross First Aid certifications must be completed within six months of employment.

Licenses:

Current Teacher permit from the State of California upon hire date.

Possession and maintenance of a Class C driver's license.

All State of California Child Development Permits must be renewed and maintained.

ADDITIONAL INFORMATION:

Physical Skills

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, stoop or kneel. Use hands to finger, handle, or feel; reach with hands or arms; talk and hear.

Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception. The employee must regularly lift, move, and/or carry up to 10 pounds, and occasionally lift, move and/or carry up to 30 pounds.

Working environment

While performing the duties of this job, the employee is regularly exposed to video display; works indoors and outdoors and is frequently exposed to outdoor weather conditions.

All Childcare employees must pass the Department of Justice fingerprinting scan in order to work for the City of Pacifica.

Job Title:	Child Care Lead Teacher
Reports To:	
Job Type:	Full-time (40 hours per week / 2080 hours per year)
FLSA Status:	Non-Exempt
Bargaining Unit:	Teamsters Misc Local 856 (Misc 856)
Adopted:	05/27/2025