



# Contract Lead Preschool Teacher/Instructor

Class Code:  
CTLeadPresch

Bargaining Unit: CONTRACT EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Dec 4, 2018  
Revision Date: May 18, 2021

## SALARY RANGE

\$14.00 - \$17.00 Hourly

### GENERAL STATEMENT OF JOB:

SAFETY SENSITIVE: Yes      FINGERPRINTING REQUIRED: Yes

This is a contract position governed by the terms and conditions of the employment agreement.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provides children with a safe, stimulating, nurturing, and developmentally appropriate environment for their growth and school readiness; Responsible for planning, organizing and initiating recreational specific programs in correspondence to the facility guidelines; Primary responsibilities include, but are not limited to, implementation of lesson plans, the supervision and safety of participants, cash handling and daily reporting, inventory control, superior communication skills, child discipline, processing of registrations, computer skills, miscellaneous daily paper work required by (DCF) and general cleanup.
- Provides for the health, safety, and welfare of the children by maintaining a clean environment, taking appropriate action when accidents or illnesses occur, and encourages and teaches hygiene, good eating habits, and manners.
- Encourages family involvement in the program, communicates daily with parents in a professional and courteous manner, and takes part in parent conferences.
- Ability to plan and provide for the social, emotional, physical, and intellectual development of the children in a developmentally appropriate environment, using an approved curriculum.
- Ability to observe, record, and document children's progress.
- Ability to give and receive instructions and apply consistent courtesy and tact in public contact and/or conformational situations.
- Ability to analyze and interpret problems and draw conclusions.
- Ability to prioritize multiple tasks.
- Knowledge of modern office equipment and various computer programs and applications.
- Knowledge of report and record maintenance principles and techniques.
- Knowledge of assigned Department's/Divisions policies and procedures.

- Skill in the operation of various computer or other electronic devices.
- Skill in organization, prioritization, and time management.
- Skill in written, verbal, electronic, and visual communications for effective expression and clarity.
- Will have on-site decision-making authority and will relay all important matters to the Supervisor daily.
- Performs other related duties as assigned by the Supervisor.

**Individuals assigned to this classification must report to work per their assigned schedule. Parks and Recreation staff must be willing to work days, evenings, weekends and holidays as assigned.**

### **MINIMUM QUALIFICATIONS:**

- High School diploma/GED required.
- Child Development Associate (CDA) or Equivalent required.
- Emergent Literacy for VPK instructor's course completed. Department of Children and Family Services (DCF) 40-hour training required.
- Two (2) years or more of successful experience in child-related field preferred.
- First Aid, and CPR required within ninety (90) days of hire or promotion.
- Responsible for 10 additional hours yearly of in-service training as outlined in (DCF) guidelines.

### **MINIMUM STANDARDS REQUIRED:**

- Tasks are performed inside and outside, subject to weather conditions and uneven terrain. The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Tasks may require prolonged periods of visual concentration and require moderate levels of eye/hand/foot coordination.
- Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English as primary language while performing job duties.