

**JOB TITLE: PRESCHOOL SITE SUPERVISOR****BASIC FUNCTION**

Under general supervision to plan, organize, lead and participate in the operation of a preschool site; to plan, organize, develop, implement and supervise the educational programming, curriculum and instructional offerings designed to meet the needs of the preschool participants; and to do other related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, develops, and supervises educational programs for preschool children to meet emotional, physical, social, and intellectual needs.
- Leads and coordinates the functions and activities of the teaching staff to ensure that instructional standards are maintained and that the instructional activities are well planned and appropriately structured.
- Reviews, analyzes, evaluates, and recommends adaptations and revisions to operational standards and guidelines to ensure adherence to legal and licensing regulations and policy mandates.
- Performs a variety of personnel management functions, including assisting in personnel recruitment, selection and evaluation, record management and service time reporting.
- Inspects, reviews, and monitors the facility, ground areas, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained.
- Performs a variety of public relations activities, including the development of information bulletins, newsletters, parent tours, special events and other parental contacts.
- Maintains a variety of records and files, including confidential student records and medical information.
- Oversees a light lunch and snack program at the site.
- Administers first aid to students and contacts parents and emergency assistance agencies in the cases of serious illness or injury.
- Confers with site personnel regarding individual programs and instructional objectives.
- Performs and directs performance of a variety of housekeeping functions to ensure that the facility is maintained in healthful, safe and sanitary condition.
- Assists in reporting to parents the children's progress made toward fulfillment of curriculum objectives.
- May perform demonstration teaching and model appropriate classroom behaviors.
- Plans, organizes, coordinates, and participates in staff development and in-service programs.
- Assists in the budget planning and expenditure control activities.
- May be required to work a split shift in a divided workday.
- May collect participation fees and follow operational guidelines pertaining to cash receipts and financial record management.

**JOB REQUIREMENTS – QUALIFICATIONS****Skills, Knowledge and/or Abilities Required:**Knowledge of:

- Methods, techniques, and strategies pertaining to the instruction of preschool children;
- Child growth and development principles and theories;
- Planning and organizational strategies, techniques, and methods;
- Behavior management and shaping methods, strategies, and techniques;
- Basic principles of employee motivation and supervision.
- Educational materials, supplies, and equipment typically utilized in a preschool program.
- Appropriate English usage, punctuation, spelling, and grammar;
- Basic arithmetical concepts;
- Routine record management, storage, and retrieval systems and procedures;
- Modern office methods, procedures, and techniques, including the use of computer technology.

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Ability to:

- Plan, organize and conduct an effective and efficient preschool instructional and training program;
- Provide effective learning activities for children experiencing a wide range of socioeconomic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity;
- Effectively assess the educational needs of children and implement appropriate and sound instructional plans and activities;
- Provide a warm, attractive, and inviting learning environment;
- Communicate effectively in oral and written form;
- Work cooperatively with parents staff and children;
- Understand and carry out oral and written directions with minimal supervision;
- Establish and maintain positive and effective working relationships;
- Work courteously and tactfully with co-workers, students and parents;
- Promotes team building and a positive work environment;
- Adapt easily to work assignments, additional priorities and new procedures;
- Receive constructive criticism and modify work appropriately;
- Prioritize and identify needs and solve problems independently as appropriate;
- Suggest procedural improvements to superior as appropriate;
- Skillfully handle difficult situations using good judgment;
- Maintain high level of professionalism in keeping the needs of customers a top priority.

**PHYSICAL DEMANDS**

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

- Persons performing service in this position classification will exert 20 to 30 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves walking and/or standing most of the time, but may involve bending, squatting, stooping, stretching or sitting for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception imparting oral information, the manual dexterity to operate business related equipment, and manipulate various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Two years of experience in an instructional capacity in a preschool or early childhood education program, plus one year of service as a lead in a children's center.

Education:

Equivalent to the completion of an Associate of Arts degree is preferred, with a minimum of 32 units in early childhood education and child development management at an approved and accredited educational institution.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a current American Red Cross First Aid Certificate and a current Community C.P.R. Certificate.
- Possession of a valid California Children's Center Permit, authorizing service as a preschool Site Supervisor.