PRESCHOOL SITE SUPERVISOR I/II

DEFINITION
Under the general supervision of the Recreation Supervisor, this position must be qualified as a California State Licensed Site Supervisor. Position will manage a preschool classroom, develop lesson plans, and effectively promote the emotional, physical, mental and social wellbeing in a classroom environment. This is a classroom position, not an administrative/office position. The Preschool Site Supervisor I/II will be responsible for planning and implementing a program to teach young children; including being respectful of children and parents; and ensure that equipment and facilities are clean, safe and well maintained. They must ensure the development and safety of these children in accordance with relevant state licensing policies. The Preschool Site Supervisor I is a part-time position who will help oversee the other part-time preschool staff. The Preschool Site Supervisor II is a full-time lead position that will direct the Preschool Site Supervisor I, Preschool Teachers, and Preschool Aides.

EXAMPLES OF DUTIES
➢ Develop a daily curriculum for the children that includes the preparation of engaging creative activities, games, outdoor activities and teaching programs that are age and culturally appropriate.
➢ Actively demonstrate learning activities to the children. Research available teaching methods to best meet the interest and needs of the children.
➢ Establish routines and ensure daily schedule is followed.
➢ Plan and supervise field trips and class projects.
➢ Discuss disciplinary issues with parents in an appropriate and sensitive manner. Provide parents with resources.
➢ Monitor the children’s development and report on progress with other teachers and parents.
➢ Read books to the children and promote early education and literacy.
➢ Develop positive relations with parents. Maintain communication with parents and staff verbally and in writing, including the creation and distribution of a monthly newsletter.
➢ Plan and provide a nutritious month snack menu. Order monthly snack orders.
➢ Attend to the basic needs of the children such as dressing, feeding and teaching the children proper hygiene and bathroom etiquette.
➢ Maintain a clean, safe and organized classroom. Maintain inventory; select, store, and issue classroom supplies, equipment and materials.
➢ Plan and lead all staff meetings and recommended training programs and conferences.
➢ Participate in professional workshops that work for the improvement of early childhood education.
Maintain complete and accurate records of children’s files, sign-in-out sheets, incident/accident reports, and staff records.
- Responsibility of opening, closing and security the facility. Ensure monthly safety and fire drills.
- Additional duties as assigned.

QUALIFICATIONS

Ability To:
- Ensure safe risk management practices so children are supervised at all times.
- Provide various experiences and activities for children including songs, games and storytelling. Promote literacy and early education programs.
- Create a positive preschool and work environment that includes providing safety, enrichment and the building of children’s esteem.
- Be a role model and mentor to staff.
- Supervise and comfort children in a nurturing manner. Implement positive discipline and behavior modification as needed.
- Demonstrate effective verbal, listening and communication skills to children and adults.
- Observe children, document social / educational development, clearly communicate progress with parents, and provide guidance as needed.
- Integrate special needs children in a positive and respectful manner.
- Discuss identified problems and needs with professionals as appropriate.
- Plan and participate in community and school events and activities (i.e. Open House, graduations, department and city events).
- Communicate clearly and frequently with parents; keeping them informed of program expectations, program activities and their child’s progress.
- Develop monthly curriculum and daily lesson plans; adhere and monitor program budget; maintain current, accurate and confidential client files.
- Demonstrate strong supervisory and team building skills, time management and problem solving skills and have the ability to make decisions effectively.

EXPERIENCE/LICENSE

This position requires a Bachelor’s Degree in Early Childhood Development or an AA in Child Development or a minimum of 60 units which include 24 ECE/CD units with core courses, 16 GE units plus 6 administration units and 2 adult supervision units. Must be qualified as a California State Licensed Site Supervisor and have at least 3-4 years’ experience working with children ages 2-5. Position will require fingerprinting, a current TB test, and be in possession of CPR, AED & First Aid certifications by first day of employment. Must possess a valid California Driver’s License.

All positions require certain physical abilities which may include occasional to frequent standing, sitting, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, running and climbing in the performance of daily activities, as well as the ability to withstand working in an outdoor environment with exposure to sun, dust, wind, pollen and vegetation. Positions may also require physical coordination, repetitive movements, and the ability to lift and carry up to 50 pounds.