



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CDC PRESCHOOL SUPERVISOR

**DEPARTMENT/SITE: CHILD DEVELOPMENT
CENTER**

REPORTS TO: CDC PROGRAM DIRECTOR

SALARY SCHEDULE: Classified Supervisory
(Group 14)

LEVEL: Range 63

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the CDC Program Director, plan, supervise, and maintain a quality, licensed Early Childhood Education program for the children in the care of the District's Child Development Center (CDC). The incumbents in this classification provide the school community with a quality early childhood educational program in preparation for elementary school which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The CDC Preschool Supervisor supervises the operations, activities and lesson implementation for children ages 18 months to 5 years utilizing proper early childhood education practices and techniques and is responsible for the day to day operation of multiple sites and a large staff.

The CDC Preschool Head Teacher oversees the activities and lesson implementation and the day to day operation of one site under the direction.

The CDC Preschool Teacher plans and participates in the care and instruction of children ages 18 months to 5 years.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Supervise the toddler and preschool programs in accordance with school district policies and in compliance with State and Federal regulations and those outlined by the licensing agency.
- Facilitate, supervise, and evaluate the development and implementation of curriculum and instructional practices to maintain program quality.
- Participate in the annual CDC strategic planning process and ensure plan is appropriately implemented and followed.
- Recruit, select, supervise, and evaluate staff to ensure effective and smooth operation at program sites.
- Maintain daily teacher staffing schedules to ensure teacher to child ratio requirements are met.

- Conduct ongoing classroom supervision and observations, provide feedback and instruction provide professional learning opportunities throughout the year.
- Maintain a positive, developmentally appropriate, organized, and creative learning environment for all children attending the CDC.
- Plan and lead regular staff meetings.
- Revise as necessary the educational program dependent on the needs of the individual child, recognizing interests, challenges, special talents, and the style and pace of learning.
- Act as a liaison between parents and CDC programs, the program sites, Community Care Licensing and the schools.
- Ensure safety and functionality of facilities, and equipment; promote safe practices throughout the Centers; ensure that sign-in/sign-out procedures are followed for student safety.
- Maintain CDC rooms so that they are child-friendly with attractive student artwork displays.
- Monitor student activities to provide a safe and optimal learning environment.
- Conduct weekly tours for potential families to the CDC programs.
- Attend District Individualized Educational Plan (IEP) meetings, as the general education representative as needed, and work in coordination with the Special Education Department to facilitate an inclusive preschool classroom environment.
- Assist CDC Program Director with the development, administration and monitoring of budget.
- Coordinate the ordering of materials and food supplies as needed.
- Develop and distribute Preschool monthly newsletters; marketing materials, including brochures, banner design, etc.
- Plan and supervise summer program.
- Collaborate with the CDC Program Assistant to maintain proper records in compliance with established policies.
- Prepare board topics and necessary reports.
- Assist the CDC Program Director or designee as needed.
- Drive from site to site in order to adequately monitor and supervise Preschool operations
- Substitute and teach in classrooms as needed.
- May be responsible for the desk duties of other CDC office positions upon cross-training, answer multiline telephone system when necessary, and perform other related duties as required.
- Administer physician prescribed medication when necessary.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Appropriate curriculum and the California Preschool and Infant/Toddler Learning Foundations as well as current developments in the field of child development, elementary education, physical education, and recreational programming
- Early childhood education principles and practices; thorough knowledge and understanding of child development including the needs of preschool children; knowledge of approved and effective techniques of child supervision
- Health and safety practices (CPR, First Aid, etc.)
- Principles of training and supervision
- CDC and District policies, illness policies and procedures, mandated reporting requirements, licensing regulations
- Community Care Licensing laws and regulations and Immunization laws

- Small business best practice

Skills:

- Effectively write emails
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Strong interpersonal skills, including use of tact, empathy, patience and courtesy
- Relates well to pupils, parents, other teachers, and school administrators
- Demonstrates sensitivity to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds
- Awareness of approved behavior modification techniques, bullying, social and emotional issues
- Microsoft Word, Excel database or other similar computer programs
- Strong leadership and supervision skills

Ability to:

- Relate well to students, parents, other teachers, and school administrators; show mature judgment and conflict resolution
- Provide an educational program for students
- Assist where required in other CDC programs
- Ensure efficient classroom management
- Preserve suitable learning conditions
- Evaluate student progress
- Demonstrate sensitivity to the needs of children and parents of different ethnic, cultural, educational, and economic backgrounds
- Treat each child with dignity and respect
- Plan, create and implement a balanced Early Childhood Curriculum that meets children's, needs both academically and socially
- Communicate effectively with parents and staff in all types of situations.
- Determine and meet the daily needs of the CDC preschool and toddler classrooms and coordinate staff as needed
- Work with students with special needs
- Use audiovisual equipment, computers, iPads, copiers, printers, laminators, label maker, cleaning supplies and appliances
- Use computer software such as Microsoft Word, PowerPoint and student databases
- Recognize and effectively respond to the various physical, intellectual, and emotional needs of preschool children
- Effectively supervise preschool children in various activities
- Serve as an effective role model
- Maintain composure under emergency situations and administer first aid for minor injuries and/or accidents
- Be available after hours in order to secure teacher substitutes as needed
- Recognize child abuse and neglect and report all findings

EDUCATION REQUIRED:

One of the following:

1. An Associate of Arts Degree from an accredited or approved college or university with a major or emphasis in Early Childhood Education or Child Development; and at least four (4) years of teaching experience in a licensed childcare center or comparable group childcare program. Including three (3) semester or equivalent quarter units shall be in administration or staff relations.
2. A Bachelor's Degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least three (3) years of teaching experience in a licensed childcare center or comparable group childcare program. Including three (3) semester or equivalent quarter units shall be in administration or staff relations.
3. A Child Site Supervisor Permit or a Child Development Program Director Permit Issued by the California Commission on Teacher Credentialing.

EXPERIENCE REQUIRED:

Four (4) years of experience working with children age 18 months to 5 years old, at least two (2) years of supervisory experience desired

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification
- Sixteen (16) hours of health and safety training pursuant to Health and Safety Code Section 1596.866.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Classroom, CDC Office, playground and/or other school environments
- Lift and/or carry items and/or children up to 40 lbs.
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sitting, walking and standing for extended periods of time
- Dexterity of fingers for assisting children
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions