

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
HUMAN RESOURCES DEPARTMENT

SITE SUPERVISOR: CALIFORNIA STATE PRESCHOOL

JOB SUMMARY

Under the direction of the Program Director, carry primary responsibility at the site level for all California State Preschool components. Plan and implement developmentally appropriate curriculum for each child. Create a room environment that invites children to explore, create, discuss and share. Plan, prepare, and provide healthy meals, including snacks and breakfasts, on a daily basis. Plan monthly parent education meetings based on family needs. Maintain children's records. Supervise staff, parents and other volunteers working in the classroom. Assist in determining initial and continuing eligibility for state and federally funded child care subsidy programs. Perform other related duties as assigned.

QUALIFICATIONS

Required:

1. A valid Child Development Site Supervisor Permit.
2. A valid California driver's license.
3. Valid First Aid and CPR certification.

Desirable:

1. Two years of experience as a preschool teacher.
2. Bilingual (Spanish/English) competency.

KNOWLEDGE AND ABILITY

1. Knowledge of and ability to comply with applicable laws and regulations.
2. Ability to work with a minimum of direct supervision.
3. Knowledge of modern principles of educational techniques and methods.
4. Ability to effectively communicate verbally and in writing sufficient to express ideas, thoughts and instructions clearly to parents, community and staff, regardless of ethnic, racial, religious background or socio-economic level.
5. Ability to collaborate effectively on inter- and intra-agency levels.
6. Ability to supervise staff and volunteers, coordinate and assign tasks, evaluate results and control assignments.
7. Ability to produce an effective educational program for students of preschool age.
8. Ability to schedule and manage time effectively.
9. Ability to read, understand and implement policies, procedures and state mandates.

ESSENTIAL FUNCTIONS of this position are, but not limited to, the following:

1. Plan and develop weekly lesson plans and activities to meet the needs of children in the program.
2. Attend monthly staff meetings.
3. Conduct home visits for each student once a year.
4. Assist in determining initial and continuing eligibility for state and federally funded child care subsidy programs. Assist in conducting face to face interviews with applicants to determine eligibility for child care assistance. Inform clients of regulatory, documentation, and verification requirements. Assist in the maintenance of case records and help in ensuring required documentation is on file for proper reimbursement for child care services.
5. Maintain required records as determined by the State Department of Education, Early Education Support Division.
6. Recommend purchases consistent with the center's budget.

7. Plan and provide nutritious breakfasts or snacks daily.
8. Conduct two Desired Results Preschool Assessments and Parent Teacher conferences for each child during the school year.
9. Keep the Program Director informed of problems or concerns.
10. Become familiar with resources available in the community to help families in the program.
11. Supervise Associate Teachers and parents on site, including training, evaluation and direction as required for program effectiveness and development.
12. Continue professional development by attending classes, local workshops and conferences.
13. Demonstrate sound judgment, supervisory and administrative skills.
14. Participate in CPR/First Aid training.
15. Maintain a safe classroom/school environment.
16. Develop, maintain and monitor appropriate records for each student.
17. Plan and supervise monthly parent education meetings.
18. Drive a car to conduct work.

PHYSICAL REQUIREMENTS of this position are, but not limited to, the following:

1. Facility to sit at low tables, on small, low chairs, on the floor or on the ground, and in classrooms of various configurations for extended periods of time.
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read with or without vision aids, laws and codes, rules and policies and other printed matter.
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer using both hands.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in classrooms, on the playground and other outdoor locations, and in meetings.
7. Physical agility to lift up to 25 pounds to shoulder height, and 50 pounds to waist height; and to bend; to stoop; to walk on uneven terrain, play yards and school grounds; and to reach overhead.
8. Facility to drive a car.

Salary Schedule:	Preschool Teachers
Revised	1/21/92, 8/13/93, 6/21/00, 11/20/02, 1/9/09, 4/24/09; 12/1/16
Accountability for time:	Principal, State Preschool
Tasks assigned by:	Principal, State Preschool
Evaluated by:	Principal, State Preschool
Hiring Authority:	Principal, State Preschool