



LOWELL JOINT SCHOOL DISTRICT

SITE SUPERVISOR/TEACHER- PRESCHOOL

Classified Management
Salary Schedule

JOB SUMMARY:

Under the direction of an assigned supervisor, assist in the coordination of the overall operation of the California State Preschool Program (CSPP); assist with planning, coordinating, and implementing the operation of the State Preschool classrooms; assure compliance with regulations and provide effective communication with parents, staff and funding source program personnel regarding the day-to-day operation of the program; and perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assure compliance with the assessment, monitoring, and implementation of the Federal and/or State Standards, licensing, and other requirements.
- Assist with the development and monitoring of budgets.
- Coordinate and provide support to teachers in developing their knowledge, skills, and abilities in current curriculum trends to include early literacy and language development.
- Assist teachers in aligning assessment strategies with curriculum, instruction and student outcome.
- Coordinate, monitor and track program files, including referrals, home visits and parent involvement.
- Coordinate and provide guidance and assistance to staff with identifying needs of students and families, determining eligibility, and providing information and assistance with referrals; explain policies, procedures, rules and regulations.
- Maintain a variety of records and reports related to assigned activities.
- Coordinate with staff the calendar of events; related schedules and materials for parents and staff including policy committee meetings and/or parent advisory meetings.
- Supervise, train and evaluate the performance of assigned staff; assign and review work and participate in the selection of personnel; recommend transfers, reassignments, termination and disciplinary actions as needed.

QUALIFICATION GUIDELINES:

Knowledge of:

- Current concepts used in Early Childhood Education.
- CSPP performance standards, rules, regulations, policies and procedures state regulations and licensing requirements.
- Report preparation and writing techniques, and eligibility requirements for assigned programs.
- Principles and practices of training, mentoring, coaching and providing work direction.
- Effective techniques in personnel scheduling, employee supervision and coordination.
- Collective bargaining procedures and practices.
- Principles and practices of supervision, training and evaluation of employees.
- Budget preparation and control.
- Diverse socioeconomic, cultural, disability and ethnic backgrounds of District students.
- Record-keeping techniques; applicable laws, rules and regulations related to assigned program.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.
- Health, safety and nutrition requirements of students.
- Oral and written communication skills.

Ability to:

- Provide support and serve as primary contact for CSPP staff.
- Train, supervise and evaluate personnel.
- Maintain records and coordinate, compile and prepare required monthly reports.
- Analyze situations accurately and adopt effective course of action.

- Prioritize, schedule, and review work of others.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive information.
- Operate a computer and other office equipment as assigned.

Education/Training/Licenses/Experience:

Must possess a Child Development Site Supervisor Permit or Children’s Center Supervision Permit.

OR

A current credential issued by the Commission on Teacher Credentialing authorizing teaching service in an elementary school or single subject credential in home economics, and six units in administration/supervision of ECE/CD (not required to any person who was employed as a program director prior to 1/1/93 in a child care and development program receiving funding by the ELCD) and 12 units of ECE/CD or at least two years’ experience in an ECE/CD program.

OR

An Administrative Services Credential authorizing administration or supervision in public schools in California that includes a preschool authorization.

Licenses/Certificates/Special Requirements:

- A valid First Aid and CPR certificate.
- A valid California driver’s license and the ability to maintain insurability.
- Some positions in this class may require bilingual skills.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit and occasionally walk and stand to access work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with District staff, managers, instructors, vendors, and other organizations and the public; occasionally required to deal with staff in conflict situations.

Work Environment:

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

Hired as 11 months per year, 5 days per week, 8 hours/day

OR

Hired as 12 months per year, 5 days per week, 8 hours/day