

Grass Valley School District

POSITION TITLE:	PRESCHOOL SITE SUPERVISOR/TEACHER
PLACEMENT:	CLASSIFIED SALARY SCHEDULE, POSITION RANGE A – 182 DAY EMPLOYEE
REPORTS TO:	CHILD DEVELOPMENT DIRECTOR

SUMMARY:

To plan, lead, implement, supervise staff, and participate in instructional activities for preschool children; to promote the development of cognitive, social, emotional, and motor skills; to assist in providing parent education and promoting parent involvement; and to perform a variety of duties relative to assigned areas of responsibility. This classified position requires some formal training in child development, first aid and CPR, health and safety rules and regulations.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Assure the environment meets all health and safety standards for the purpose of requirements by the Department of Social Services Care Licensing, the California Department of Education Child Development Division, federal guidelines and local requirements.
- Enroll children for the purpose of ensuring eligibility criteria mandated by the state and federal programs and maintain individual children's files with required information
- Plan and implement a child nutrition program for the purpose of maintaining required documentation for submission of claims to the Child Care Food Program or the National School Lunch Program
- Schedule childcare personnel for the purpose of conforming with legally required adult/child ratios
- Supervises and evaluates child care personnel for the purposes of monitoring in accordance with their job descriptions, including parent volunteers at least once a year
- Plan and conduct staff meetings to keep staff informed of program provisions, in-service training opportunities, and to solicit staff input about program plans
- Edit monthly newsletter to parents
- Provide parent education opportunities in the form of workshops, media presentations, newsletter articles, etc. as required and requested
- Address problems relating to parents and staff in timely manner
- Maintain and update health records of children to maintain compliance with state and federal regulations
- Maintain parent and staff T.B. clearance
- Plan and implement a staff development program, utilizing available community resources when available
- Attend meetings and conferences of professional organizations, which address preschool issues and concerns
- Order school supplies and equipment
- Select and preview materials for classroom use
- Network with outside agencies in order to provide for the social service needs of preschool families
- Provide constructive feedback and resources as necessary to increase staff effectiveness in curriculum presentation
- Model and maintain effective adult-child relationships and positive guidance techniques for children, parents, college students, staff and observers
- Implements all Center policies, procedures and guidelines
- Maintains a clean, safe, and healthy environment for the children
- Maintains the required forms and records as instructed
- Maintain confidentiality
- Perform other duties as may be assigned by Administrator

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- AA (or 60 units) with 24 in Early Child Development plus 6 units administration plus 2 units adult supervision OR Bachelor or higher with 12 units ECE plus 3 semester units of supervised field experience in ECE setting OR Teaching or Administrative credential with 12 units of ECE plus 3 units of supervised field experience in ECE setting.
- Prior successful experience interacting with preschool children within the past three years.

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PRESCHOOL SITE SUPERVISOR/TEACHER (CONTINUED)

CREDENTIALS AND/OR SKILLS AND ABILITIES

- Working under limited supervision and directing other persons within the center-based preschool.
- Required to satisfactorily perform the functions of the job which include planning activities that will enhance the cognitive, social-emotional and physical development of young children; maintain an orderly classroom through redirection and positive discipline; understand and carry out oral and written directions; establish and maintain cooperative working relationships; relate to children in a positive, authentic manner; relate to adults from varying socio-economic and cultural backgrounds; and perform a variety of general office and classroom assistance duties.
- Knowledge of early childhood development and the basic needs and requirements of children.
- Must be able to effectively communicate in English both orally and in writing.

CERTIFICATE REQUIREMENTS

- Site Supervisor Child Development Permit
- Valid CA Driver's License
- TB Test (Current within last 4 years)
- CPR and Pediatric First Aid (EMSA) Certificate

PHYSICAL REQUIREMENTS:

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

- Persons performing service in this position will exert 10 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Perform large and small motor activities with children. See, hear and move quickly to provide safe supervision.
- Tolerate outside weather (heat/cold)
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, kneel, crouch/squat, crawl, stand from a sitting position on floor, use a computer, use a telephone, work without guidance from supervisor, drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.
- Pre-employment physical will be required prior to the first day of employment.

WORK ENVIRONMENT:

- Primarily a classroom setting in a center-based preschool environment.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date