

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Site Pre-K Supervisor/Teacher*
WORK YEAR: *185 – 220 Dependent on Site*

JOB DESCRIPTION: Works independently under the general supervision of the Program Director to develop, operate and maintain a state preschool program to the standards set the Child Development Division of the California Department of Education, Community Care Licensing-Title 22. Site Supervisor is responsible to develop and implement a curriculum and maintain an environment that is age appropriate as well as culturally and linguistically correct for the families and children of the center. Responsible for the direct supervision of all children enrolled in the preschool as well as the direct supervision of all staff members including parent volunteers. Facilitates and maintains program organization through appropriate record keeping and reporting requirements.

ESSENTIAL JOB TASKS:

1. Follows Calaveras Unified School District's procedures and policies.
2. Assumes responsibility for planning, providing and evaluating indoor and outdoor environments, activities and routines which:
 - Are safe and secure
 - Prevent accidents and illness
 - Encourage play and exploration
 - Promote growth in all developmental areas
 - Reflect children's learning styles
 - Meet the needs of all children
3. Ensures that respect for the backgrounds and needs of all children, families and staff are included in program planning and implementation.
4. Develops and implements emergency procedures as well as universal health precautions.
5. Ensures that all program policies and procedures follow a professional code of ethics.
6. Communicates positively and actively develop reciprocal relationships with staff, volunteers, parents and children.
7. Sensitively observes the child and records for purposes of understanding the child's needs, assessing learning and appreciating developmental competencies, including children with disabilities and special abilities.
8. Advocates within professional and community organizations for examination and eradication of barriers, which may prevent inclusion and full participation of diverse groups.
9. Participates in on-site and off-site learning opportunities in accordance

- with a professional development plan that reflects regulatory issues, personnel and professional and interests, diversity and inclusion issues.
10. Attending 90% of monthly staff meetings as well as participation in on-site and off-site learning opportunities in accordance with professional needs and interests.
 11. Implements procedures for ongoing staff and program evaluation.
 12. All other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:

- * Title 22 and all licensing requirements of a state preschool.
- * The preparation, maintenance and monitoring of a budget that reflect the goals and objectives of the preschool program.
- * The ages and stages of normal child development and is able to recognize children's special needs.
- * A variety of community services needed by families, including health, social services, mental health, developmental and family support services.
- * Different teaching styles that are needed to meet the children's emotional and intellectual needs.
- * Appropriate curriculum and activity plans for the preschool child that support early literacy and desired results.
- * Appropriate food handling procedures.
- * Universal health precautions.
- * The concerns of parents of exceptional children and of appropriate strategies and resources to address their concerns.

Ability to:

- * Enforce the non-discrimination policy at all levels.
 - * Examine and evaluate own leadership style and its impact on the culture of the organization and the children and families served.
 - * Maintain confidentiality regarding all personal information about children, families and staff.
 - * Model a professional code of ethics to all staff.
 - * Articulate the program's philosophy.
 - * Write objective, culturally sensitive developmental descriptions based on observation and recording, incorporating family input.
 - * Work cooperatively with team members and other programs, services and agencies in the community.
 - * Establish priorities, to organize tasks, meet deadlines and manage time to effectively meet the goals of the program.
 - * Strategically plan for program effectiveness.
 - * Pass a physical examination for the job class.
2. Possess a valid Site Supervisor Permit (AA or 60 units) which includes 24 ECE/CD units with core courses, plus 6 administration units, plus 2 adult supervision units.
 3. Supervision of adults within the last four (4) years, of at least three (3) hours per day for a minimum of 350 days.

4. Health and Safety 15 hour certificate.
5. Current Infant/Child CPR card.

PHYSICAL/MENTAL CHARACTERISTICS:

1. Mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.
2. Manual dexterity sufficient to write, use telephone and business machines and operate an automobile.
3. Vision sufficient to read printed materials.
4. Hearing sufficient to conduct in person and telephone conversations.
5. Speaking ability with an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
6. Physical agility to push/pull, squat, turn, bend, stoop and to reach overhead.
7. Physical mobility sufficient to move about the work environment (classroom, office, District, from school or home, site to site) and to drive an automobile.
8. Physical strength sufficient to lift thirty-five (35) pounds. Fifty (50) pounds with assistance.
9. Physical, mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment.
10. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusion, make valid judgments and decisions.

SALARY: ***Placement on the CSEA Salary Schedule, Range I***

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), 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.

Board Approved: February 15, 2011