

## PRESCHOOL SUPERVISOR

### DEFINITION:

Under general administrative direction of the Coordinator of Preschool and School Readiness Programs, administers daily operations of the Oak View Preschool program; plans, organizes, supervises and evaluates the instructional preschool activities to promote developmentally appropriate student learning; trains and evaluates the performance of assigned staff; coordinates implementation of curriculum, staff and program development activities; assumes and performs related work as necessary or required.

### CLASS CHARACTERISTICS:

The class of Preschool Supervisor is distinguished from other preschool classes in that the incumbent is responsible for overall operation of the Oak View Preschool Program, while positions in other preschool classes are responsible for daily instruction or assisting in a single preschool classroom. The incumbent is expected to work with considerable independence to develop, implement and oversee the Oak View Preschool Program standards and policies.

### EXAMPLES OF DUTIES:

Administer, plan, oversee and evaluate preschool instructional activities promoting developmentally appropriate student learning according to established guidelines and in compliance with applicable laws, codes, rules, regulations and licensing requirements; *E*

Determine staffing requirements, interview, select, assign, train, evaluate performance of and recommend discipline of Preschool employees; *E*

Formulate and develop policies, procedures, rules, regulations, programs and activities to enhance Preschool programs and services, develop and implement plans for the preschool in areas related to special needs, recruiting students, selecting program staff and estimating needed equipment and supplies; *E*

Coordinate, facilitate and assist staff in developing curriculum and implementing technology to meet changing needs/requirements of the preschool program; *E*

Ensure that all State Preschool grant and licensing requirements are met; *E*

Analyze and review budgetary and financial data, control and authorize expenditures in accordance with established limitations; *E*

Manage and implement the parent education component of the State preschool program which includes orientations, advisory meetings, training and program participation; *E*

Coordinate and schedule field trips and special events;

***E* denotes an essential function of the job.**

Coordinate required preschool student assessments;

Oversee and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel, compose and distribute correspondence and a monthly preschool newsletter; Proposition 10 Outcomes Collection, Evaluation and Reporting Service (OCERS) data collection.

Perform related duties as assigned.

**SUPERVISION:**

General administrative direction is received from the Coordinator of Preschool and School Readiness Programs.

Immediate supervision of Preschool staff is exercised.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Child growth, development and behavior characteristics of preschool age children;  
Early childhood curriculum areas and appropriate methods for implementation and assessment;  
State Preschool regulations, licensing requirements, laws, codes, policies and procedures;  
English language development/acquisition, and cross-cultural issues;  
Principles and practices of administration, supervision and training;  
Methods of instruction and safe practices in classroom activities;  
Requirements of maintaining a children's center in a safe, clean and orderly condition;  
Methods of observing, evaluating and recording child behavior;  
Budget administration, preparation and control;  
Record-keeping and report preparation techniques;  
Operation of personal computers and applicable software;  
Oral and written communication skills using correct English, grammar, spelling, and punctuation;  
Health and safety regulations.

**Ability to:**

Administer, plan, oversee and evaluate instructional preschool activities which promote developmentally appropriate student learning;  
Develop, organize and implement approved curriculum for the development of children enrolled in the District Preschool program;  
Oversee the development of daily lesson plans in accordance with established policies;  
Formulate and develop policies, procedures, rules, regulations, programs and activities;  
Train, supervise, evaluate, assign and counsel personnel to provide a positive environment for children;  
Interpret, apply and explain applicable laws, codes, rules and regulations;  
Communicate effectively both orally and in writing with staff, parents, children, public and district personnel demonstrating poise, patience, sensitivity and understanding;

Direct the maintenance of a variety of reports, records and files related to assigned activities;  
Prepare a variety of comprehensive narrative and statistical reports;  
Observe and evaluate student learning, analyze situations accurately and adopt effective courses of action;  
Demonstrate cross-cultural sensitivity and respect;  
Develop and administer the Preschool Program budget;  
Work independently with little direction.  
Operate office equipment including a computer;  
Plan and organize work and meet schedules and time lines;  
Establish and maintain cooperative and effective working relationships, including building and maintaining strong home-school-parent-teacher preschool relationships.

**EDUCATION AND EXPERIENCE:**

Must have one of the following issued by the California Commission on Teacher Credentialing each of which has specific education and experience requirements:

Child Development Site Supervisor Permit OR  
Program Director Permit OR  
Administrative Services Credential.

Additionally, it is desirable to have two or more years of recent experience working at an accredited preschool program, experience working in a State Preschool program as site supervisor, or program director of a licensed preschool program. Bilingual (English/Spanish) skills are highly desirable.

**LICENSES REQUIRED:**

Must possess current American Red Cross CPR (Adult and Child), First Aid and California Child Care Preventative Health and Safety Certification.  
Valid and appropriate California Driver License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a preschool classroom and/or playground environment without direct guidance from supervisor. Employment contingent upon passing a physical and back evaluation test.

New classification adopted 9/11/08

Classification deactivated July 2013

Classification reactivated by Personnel Commission 9/12/19