

ROUND VALLEY UNIFIED SCHOOL DISTRICT

TITLE: Preschool Director (Site Supervisor/Head Teacher)

Reports to: Superintendent

Classification: Confidential/Management

Work Year: 10 months

Salary: Classified Management Schedule

GENERAL DESCRIPTION:

Under the direction of the Superintendent, supervise and direct the district's State Preschool program and serve as Head Teacher of the program.

ESSENTIAL DUTIES:

- Plan and conduct recreational and educational activities for the State Preschool according to state guidelines;
- Enroll students and review immunizations for age-appropriate compliance;
- Work with parents and staff in the development of an educational enrichment program;
- Collect fees and maintain accurate financial and attendance records;
- Model appropriate instructional and teaching techniques for aides, volunteers, and parents;
- Maintain accurate attendance records and reports as required;
- Assess the development of students on a regular basis and provide progress reports as required;
- Prepare program materials;
- Supervise the maintenance of equipment and supplies;
- Assist with the supervision and evaluation of the State Preschool assistant(s) and volunteer(s);
- Organize a snack program;
- Perform daily set-up and clean-up of program materials;
- Perform daily and weekly sterilization of materials;
- Participate in staff development program;
- Implement the district's childcare center policies and procedures.

OTHER DUTIES:

- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying.

Education:

- AA Degree in Child Development desired.
- Three (3) units relating to the care of infants is required.

Experience:

- 350 days of 3+ hours-per-day experience in a child care environment required;
- 100 days of supervising adults required;
- Six (6) months of successful experience in an Infant Care Center or Childcare Center that serves children under the age of five;
- Experience in State funded programs desired;
- Experience in infant/toddlers and preschool desired.

Knowledge of:

- Principles and practices of child care programs;
- Rules and laws relating to child care programs;
- General developmental stages of children, particularly infants/toddlers;
- Routine clerical procedures;
- Common health procedures in serving food and changing diapers;
- Basic problem solving and conflict resolution skills.

Ability to:

- Communicate clearly in written and spoken English;
- Work cooperatively with teen and parents;
- Work cooperatively with staff and public;
- Coordinate staff, volunteers, T.A.'s, and children;
- Initiate, plan and direct activities of the program;
- Assemble and maintain accurate and timely records and reports;
- Adjust schedule for preventative intervention;
- Perform routine clerical projects;
- Organize and carry out weekly parent meeting(s);
- Develop positive relationship with parents and children;
- Adapt to periodic heavy work load;
- Maintain regular and reliable attendance.

Licenses and Other Requirements:

- Valid California Child Development Site Supervisor permit or qualify for one by having an AA Degree (or 60 units) with 24 ECE/CD units including: core classes, 16 GE units, 6 administration units, and 2 adult supervision units;
- Current First Aid and CPR Certificates;
- Possess, or obtain upon employment, valid California Driver License;
- Provide proof of automobile insurability;
- Reliable vehicle desired;
- Meet the physical requirements necessary to safely and effectively perform assigned duties, including listing fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance.

Working Conditions:

- Classroom environment;
- Working with small children, infants and toddlers;
- Driving a vehicle to conduct work as assigned by the position.

Physical Abilities:

- Hearing and speaking to exchange information;
- Speaking so others may understand at normal levels on the telephone;
- Seeing to read a variety of materials;
- Dexterity of hands and fingers to operate a computer keyboard and other equipment;
- Sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0 to 50 pounds to waist height.

Hazards:

- Driving a vehicle during adverse weather conditions;
- Subject to blood-borne pathogens and bodily fluids.

BOARD APPROVED:

Revised: 12/06/2011

