

**SUPERVISING DIRECTOR, PRESCHOOL AND CHILD DEVELOPMENT CENTER**

**PRIMARY FUNCTION:**

Under the immediate supervision of the Assistant Superintendent, Learning Support, shall plan, administer and supervise all specially funded projects for early childhood education.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

**ESSENTIAL FUNCTIONS:**

1. Assist in the adoption and implementation of kindergarten readiness curriculum.
2. Assist in the District's vision and development of its preschool program including writing and submission of applications..
3. Assist with the selection and placement of personnel assigned to the preschool classrooms and program.
4. Coordinate with principals and other departments to ensure safe, orderly classrooms for preschool programs.
5. Implement, supervise and evaluate the preschool programs throughout the district.
6. Meet regularly with Federal, State, or County Department of Education consultants to discuss the planning, compliance, implementation, budgeting and evaluation of the preschool programs.
7. Plan and coordinate staff meetings and staff development opportunities with regard to early childhood instructional practices.
8. Work with parent advisory groups and parent educators to increase knowledge of preschool development and educational needs.

Other:

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Learning Support.
2. Promote good health and wellness practices.

**QUALIFICATION STANDARDS:**

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively and classroom performance.

**EXPERIENCE:**

Three years teaching experience in a public school setting. Participation in site leadership activities and/or administrative intern program preferred.

**EDUCATION/CREDENTIALS:**

Bachelor’s degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Master’s degree in Educational Administration or Educational leadership, and a Tier 1 administrative services credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling, or crouching to assist students.
- Following training, restrain students who are physically aggressive.
- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus and community.

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.