

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	State Preschool Program Supervisor	FLSA:	Exempt
Department/Site:	Child Development	Salary Grade:	Certificated Management
Reports to/Evaluated by:	Coordinator of Child Development/Preschool	Salary Schedule:	Child Development

SUMMARY

Effectively maintain the Child Development Preschool Programs by supervising and assisting the Preschool staff to promote excellence in early childhood education.

NATURE AND SCOPE

Under the direction of the Coordinator of Child Development for Preschool, the Child Development Program Supervisor has functional responsibility for the entire program offered at the school sites. Responsibilities include writing documents and communicating with staff and public, maintaining records, organizing meetings, scheduling and supervising, evaluating and training personnel. Work relations extend to a wide range of contacts including District staff, students, parents and public, and require tact, diplomacy and courtesy.

DISTINGUISHING CHARACTERISTICS

Preschool Program Supervisor is a Certificated Management position and requires the qualifications of a Program Director as described in the Child Development Permit matrix for California State Commission on Teacher Credentialing. The position will supervise a multiple site program, provide instruction, and coordinate curriculum and staff development.

ESSENTIAL TYPES OF DUTIES (Examples)

- To work cooperatively with school site personnel and Preschool Coordinator to maintain a quality program.
- Communicate site program needs to Preschool Coordinator.
- Assist in the recruitment, selection and recommendation for hiring Preschool personnel.
- Provide guidance to program staff concerning site discipline, behavior management, parent communication, program improvement and school site personnel relations.
- Resolve any conflict situations with parents and employees.
- Assist in the planning and organizing of staff meetings, staff development days, staff in-services, and parent education meetings.
- Complete Performance Reports on Preschool Teacher/Directors, Associate Teachers and Parent Liaisons.

- Coordinate the securing of program substitutes to ensure that daily program needs are met.
- Assist in the training and implementation of the Preschool Core Curriculum Standards at all sites.
- Assist in completing the annual self-review process.
- Complete additional assignments related to Preschool program as requested by the Coordinator of Child Development.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of Preschool programs, practices and policies, Community Care Licensing regulations, and the Exemplary Standards Program guidelines issued by the State. Must understand the instructional process, behavior management techniques, and evaluation procedures. Must understand effective security and safety practices. Must possess basic word processing skills.

Abilities: Requires the ability to perform all aspects of the position. Must be able to apply State-funded Preschool and Licensing rules, regulations and policies. Requires the ability to effectively communicate with District staff, employees, parents and students. Requires the ability to analyze situations and adopt effective solutions. Must be able to supervise and lead staff in a manner which encourages high morale and efficiency. Must be proficient to use a keyboard for routine word processing.

Education and/or Experience: To align with the California Child Development Matrix, Program Director Permit, the employee must meet the following requirements:

1. Bachelor of Arts or Science degree including 24 ECE/CD units including core courses, 6 units administration, 2 units adult supervision; 350 days of 3+ hours per day within 4 years, and a minimum of 100 days supervising adults.
2. Teaching or administrative credential, 12 units of ECE/CD units, and 3 units supervised field experience in an ECE setting.

License or Certificates: Must hold a valid California Child Development Program Director Permit. Must hold a valid California driver's license and provide own transportation for site visitation.