

**RIVER DELTA UNIFIED SCHOOL DISTRICT
RDUSD STATE PRESCHOOL SITE SUPERVISOR/LEAD TEACHER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The River Delta Unified District California State Preschool Program offers a student safe, positive, and nurturing transition from home to preschool learning environment. Under the direction of the Director of State Preschool, the Site supervisor/Lead Teacher fulfills the duties and responsibilities as defined by Title 22 and Title 5 of the California Code of Regulations, California Department of Education, Child Development Division, district policies and upholds the California State Preschool Full day/full year program. The RDUSD State Preschool Site Supervisor is responsible for supporting the education, supervision and management of children between the ages of three and five years of age who are attending the State Preschool Program. The program operates 244 days a year with full school day implementation and operation of the preschool program under the direction of the Director of State Preschool. The person selected for this position must have a professional background in the field of Early Childhood Education and Development.

ESSENTIAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Assists with promoting the preschool program in the community and the enrollment process.
2. Makes regular classroom observations for the purpose of strengthening the early childhood education provided the children and assuring developmentally appropriate practices.
3. Support the implementation of the program in accordance with the policies and philosophy of the district.
4. Ensures and maintains safe, orderly and appropriate learning environment outdoor and indoors in accordance with the Community Care Licensing regulations, Cal OSHA guidelines (SB 198) and ECERS. Provide an age-appropriate learning environment; promote and encourage a positive and nurturing learning environment using the Early Childhood Environment Rating Scale (ECERs).
5. Assists teaching staff on planning and preparing lesson plans focusing on and addressing the domains aligned by the California State Preschool Learning Foundations.
6. Provide site supervision to assigned preschool site and staff.
7. Ensures all children are well supervised at all times and ensures the health and safety of the staff.
8. Follows universal health precautions and implement the district/school/center's emergency plan.
9. Implements a program that meets the needs of individual children specifically developing activities that focus on children's interests, special needs and levels of development.
10. Treats children, parents, and staff with dignity and respect.
11. Ensures staff is following the mandate to report suspected child abuse.
12. Assists staff in identifying special needs of children and or families and make referrals to special community resources.
13. Participates in recommended training programs, conferences, courses and other aspects of professional growth.

14. Plans and implements methods to establish a positive relationship with parents and school site staff.
15. Keeps accurate attendance records, anecdotal progress reports, and portfolio support documentation on individual children.
16. Performs other related duties as assigned by the immediate supervisor.
17. Acts as a liaison with sites administrative team.
18. Assists preschool teachers with academic planning and classroom management.
19. Attends IEP meetings as a general education preschool teacher, training meetings, management meetings and other meetings as needed.
20. Substitutes as a classroom teacher, as needed.
21. Assists with preparation and presentations of training events, developing action plans and inventory control.
22. Meets with district administrator and school administration on a regular basis and effectively communicates with the State Licensing Agency personnel, staff and parents.
23. Communicates regularly with parents, assisting them to take an active role in their child's education, growth, and development.
24. Maintains excellent work habits (attendance, punctuality, time management, teamwork, etc.)
25. Other duties as assigned.

POSITION REQUIREMENTS:

- Bachelor's Degree in Early Childhood Education, Child Development or related field
- Possess Child development Site Supervisor Permit issued by California Commission on Teaching Credentialing
- Minimum of two years' experience working in adult supervisory capacity in Childcare programs required
- Submit and pass physical examination, pass criminal record and negative Tuberculosis (TB) test
- Possession of a valid driver's license issued by State Department of Motor Vehicles and adequate automobile insurance
- Four years' experience as a preschool teacher in an early childhood setting
- Certificate in EMSA Pediatric Cardiac Pulmonary Resuscitation (CPR), Pediatric First Aide/Health and Safety Training Certification

EXPERIENCE/TRAINING PREFERRED:

- Ability to work successfully with economically disadvantaged bilingual and minority children
- Ability to guide, direct, and interact with parents and experience in developing parent or volunteer training programs
- Experience with preschool age children with special needs and/or disabilities
- Experience with evaluation work methods or results
- Computer skills, knowledge of databases and word processing, graphics programs, data analysis software, website design and marketing
- Must be U.S Citizen or legal U.S residency (INS form 1551)
- Strong teamwork and customer service skills
- Initiative, problem solving, and time management skills
- Excellent organizational skills
- The ability to work well around children
- Ability to work with diverse ethnic, gender, age, and cultural groups

- Strong and effective communication skills (verbal and written)
- Familiarity and Creative Curriculum, Desired Results Development Profiles, Early Childhood Environment Rating Scale (ECERS), RDUSD Requirement California State Preschool Program Full Day (CSPP)

WORKING CONDITIONS

Environmental Conditions:

Office, school and field environment; work closely with others

Physical conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time

JOB PROFILE

Annual Contract: 244 days

Classified/Salary Range Schedule: range 13 confidential/classified management salary schedule

Full Time