

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Bilingual (Spanish) Preschool Site Supervisor

**DEPARTMENT:** Educational Services

**POSITION SUMMARY:**

A Bilingual (Spanish) Preschool Site Supervisor is responsible for the supervision, instruction and management of a District Preschool center. The Bilingual (Spanish) Preschool Site Supervisor oversees the daily tasks at the center, provides instruction, and gives direction to the staff working in the center along with assisting in other duties related to the operation of the center as assigned. Under the supervision of the Program Administrator, the Bilingual (Spanish) Preschool Site Supervisor is responsible for the day-to-day management of a District preschool center. The Bilingual (Spanish) Preschool Site Supervisor is required to maintain student records and files; provide direction and guidance to other early childhood education personnel; and provide an integrated developmentally appropriate early childhood curriculum based on current standards for preschool.

**ESSENTIAL FUNCTIONS:**

1. Provides instruction and oversees the day-to-day operations of a District preschool center under the direction of the Program Administrator.
2. Ensures the facility conforms to licensing requirements and regulations including the reporting of suspected child abuse or neglect and health and safety policies for children and staff.
3. Plans, provides, monitors and models effective instruction for students that is developmentally appropriate and builds cognitive, oral language, physical, emotional, and social skills while fostering independence. Oversees development and implementation of lesson plans.
4. Conducts, monitors, and reviews required assessments on a regular basis to ensure the developmental needs of each student are being met.
5. Inspects center facility, makes necessary changes and requests maintenance to keep all aspects of classroom and play yard in safe condition and in good working order.
6. Conducts regularly scheduled fire drills which will prepare students and personnel to evacuate children from the center quickly and safely.
7. Prepares staff to deal with emergencies by establishing procedures and training staff.
8. Sets up and directs staff on procedures for daily health checks, control of communicable diseases and head lice. Maintains current emergency information for each child.
9. Responsible for maintaining current required information, including confidential student files for each child.
10. Establishes relationships with parents and encourages and supports parent involvement through workshops, meetings, parent conferences, and other events.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as assigned.
13. Must have the ability to communicate in English and Spanish at a level suitable for the position, in both oral and written forms.

**SKILLS AND QUALIFICATIONS:**

1. Communicates appropriate information to and seeks assistance from Program Administrator.
2. Maintains a developmentally appropriate learning environment which promotes the cognitive, physical, emotional and social development of each child.
3. Recognizes and supports the role of the parents as the primary educator and caregiver of their child.
4. Maintains awareness of and contact with community members and relevant community agencies.
5. Oversees facility maintenance in relationship to the preschool center.

6. Recognizes early signs of illness and/or developmental delays in children and the need for professional assistance.
7. Assists Program Administrator in planning staff schedules to allow for breaks and meal periods.
8. Ensures that all appropriate requirements and needs are met in food preparation, storage and menu planning.
9. Attends local or out of town meetings as requested by Program Administrator.
10. Plans and participates in individual training and professional growth as required to maintain a valid permit.
11. Refers families with health, nutrition, social services, mental health and developmental concerns to local resources, coordinating staff, or Program Administrator.
12. Upholds confidentiality in all program related matters.
13. Serves as Program Administrator's designee.
14. Performs the same duties as other preschool center employees when necessary.

#### **EDUCATION AND EXPERIENCE:**

1. Must have and maintain eligibility for a Site Supervisor (or qualifying) Permit in accordance with current criteria established by the California State Department of Education.
2. Must have an AA (or 60 units) with 24 ECE/CD units, teacher permit plus 6 units Administration and 2 units adult supervision or BA or higher with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting.
3. Must possess or be willing to obtain within 30 days of employment a current Infant/Child first aid and Infant/Child CPR certificate.
4. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Enter data into a computer terminal/typewriter and operate standard office equipment.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak, hear, and understand at normal levels and on the telephone with or without hearing aids.
6. Bend, squat, stoop and/or climb.
7. Work on computers for extended periods of time.
8. Reach overhead, grasp, push/pull up to 40 pounds for short distances.
9. Lift and/or carry up to 40 pounds at waist height for short distances.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a standard preschool classroom environment and come in direct contact with district staff, both public and private pre-school staff, students and parents.

**DAYS OF SERVICE:** 181

**SALARY:** Classified Range 36

**BOARD APPROVED:** Adopted 9/12/06

**REVISED:** 5/14/2013