

**PLEASANTON UNIFIED SCHOOL
DISTRICT
Job Description**

Title:	Early Childhood Site Lead	Reports to:	Program Administrator/Supervisor
Department:	Student Services/Early Learning and Expanded Care	Classification Unit:	Classified
Board Approval:	12/08/2022	Current Salary Grade:	30
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Director, the Early Childhood Site Lead is responsible for all aspects of the day-to-day operations at an Early Childhood program site including: monitoring of staff, curriculum implementation, record keeping, orders educational supplies and material within budget and implementation of program standards, policies and procedures. Ensure compliance with California Community Licensing regulations, Title V California State Preschool (CSPP), and Pleasanton Unified School District (PUSD) program requirements;

ESSENTIAL FUNCTIONS:

- Oversee various program components, policies, and guidelines to ensure compliance with Title V California State Preschool Program, California Community Care Licensing and PUSD program requirements.
- Plan, organize and oversee implementation of a curriculum that is age, developmentally, and linguistically appropriate, culturally diverse, and aligned to the California Preschool Learning Foundations.
- In collaboration with site staff, coordinate the arrangement and learning environment of the classrooms and site utilizing the Early Childhood Environmental Rating Scale (ECERS)
- Lead, train, and provide work direction to assigned Early Childhood program personnel in the classroom related to the daily schedule, staffing patterns, and curriculum; provide input in staff performance reviews as assigned; ensure efficient operation of the site.
- Ensure the compilation of a child portfolio for each child inclusive of a completed Desired Results Developmental Profile (DRDP) two (2) times annually.
- Assess and purchase site supplies and materials, including food, instructional materials, equipment, and other items as needed; ensure the availability of items needed to maintain the site.
- Maintain all records required by Community Care Licensing
- Prepare and maintain a variety of records and reports related to assigned activities, including those related to student information, lesson plans, inventory, and enrollment; ensure compliance with program, District, State, and federal requirements.
- Participate in workshops, meetings, community events, and other events as assigned, in order to receive and/or present information; plan and organize staff meetings regularly and prepare/distribute minutes as assigned.
- Communicate with personnel, administrators, students, parents, the public, and outside agencies to exchange information, coordinate activities, and resolve issues or concerns; respond to inquiries and provide information and direction.

- Coordinate with other District staff for planning and assessment purposes.
- Provide additional staff coverage within classrooms as needed.
- Build and maintain professional relationships with families to foster communication of a child's needs.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Title V CSPP Regulations, Title 22 Community Care Licensing Regulations as it relates to a licensed child care center.
- Basic principles and practices of early child development, including proper care and discipline.
- Age-appropriate activities.
- Stages of child development.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- Providing work direction and training to others.

Ability to:

- Apply pertinent policies, regulations, and/or laws related to State & federal licensing and program requirements.
- Proficiency utilizing a variety of software platforms inclusive of Google Workspace
- Lead, train, and provide work direction to assigned site personnel.
- Observe health and safety regulations.
- Prepare and maintain accurate records and reports.
- Schedule activities, meetings, and/or events.
- Operate a variety of job-related equipment including standard office media devices and classroom equipment.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Valid Site Supervisor Child Development Permit Issued by the California Commission on Teacher Credentialing or eligibility to obtain within six (6) months of employment. Associate Degree from an accredited college including: Twenty-four (24) ECD Units including Twelve (12) core units as required by Community Care Licensing. Six (6) units in Administration and Supervision. BA degree from an accredited university preferred

Experience: At least two (2) years leading and directing a preschool program and two (2) years of direct teaching to preschool age children.

Required licenses, certificates, continuing education, training and other requirements:

- Valid First Aid/Infant/Adult CPR certification issued by an authorized agency including fifteen (15) hour Health & Safety requirement.
- Valid California Driver's License

WORKING CONDITIONS:

Environment: Indoor/classroom/office work environment. The job is performed under minimal temperature variations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing, frequent stooping, kneeling, crouching, bending, reaching, and/or crawling. Significant fine finger dexterity.
- Sitting on floor.
- Interacting with children at their eye level.
- Generally, the job requires 30% sitting, 20% walking, and 50% standing.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

OTHER:

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint/Background Clearance
- Health Screening Clearance
- Proof of MMR, DTAP, and Influenza Vaccine (or waiver)
- Mandated State Training
- TB Clearance
- Official transcripts of required units

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.