



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Early Learning Supervisor

JOB SUMMARY:

Under general administrative direction of the Coordinator of Child Development Programs, administers daily operations of the district-wide Preschool Program; plans, publicizes, recruits students, organizes, supervises, supports children with diapering and toilet training, and evaluates the instructional preschool activities to promote developmentally appropriate student learning; trains and evaluates the performance of assigned staff; coordinates implementation of curriculum, staff and program development activities; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

The class of Early Learning Supervisor is distinguished from other preschool classifications in that the incumbent is responsible for overall operation of the district-wide Preschool Program, while positions in other preschool classifications are responsible for daily instruction or assisting in a single preschool classroom. The incumbent is expected to work with considerable independence to develop, implement and oversee the Preschool Program standards and policies.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Administer, plan, oversee and evaluate preschool instructional activities promoting developmentally appropriate student learning according to established guidelines and in compliance with applicable laws, codes, rules, regulations, and licensing requirements;
- Assist and supervise students and staff in toileting, diapering, cleaning, and dressing;
- Create a model to expand the district-wide Preschool Program to elementary sites, while addressing licensing requirements, identifying facility modifications, securing required services per site such as food service, site licensing representatives, etc.; coordinate licensing and fire inspections; address health and safety standards while creating emergency protocols;
- Create and maintain a current marketing plan to bring students and families to the Preschool Program;
- Coordinate with the Teaching and Learning staff and Elementary Transitional Kindergarten (TK) teaching staff to enhance the transition of preschool students to elementary education;
- Determine staffing requirements, interview, select, assign, train, evaluate performance of and recommend discipline of Preschool employees;
- Formulate and develop policies, procedures, rules, regulations, programs, and activities to enhance Preschool programs and services, develop and implement plans for the Preschool in

areas related to special needs, recruiting students, selecting program staff, and estimating needed equipment and supplies;

- Coordinate, facilitate and assist staff in using district approved curriculum and implementing technology to meet changing needs/requirements of the Preschool Program;
- Ensure that all State Preschool grant and licensing requirements are met;
- Analyze and review budgetary and financial data, control and authorize expenditures in accordance with established limitations;
- Manage and implement the parent education component of the State Preschool Program which includes orientations, advisory meetings, training and program participation;
- Participate in Preschool Program partnerships with community organizations to stay current on community needs and grant opportunities.

Other Related Duties:

- Coordinate and schedule field trips and special events;
- Coordinate required Preschool student assessments;
- Oversee and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel, compose and distribute correspondence and a monthly preschool newsletter; Proposition 10 Outcomes Collection, Evaluation and Reporting Service (OCERS) data collection.

SUPERVISION:

General administrative direction is received from the Coordinator of Child Development Programs.

Immediate supervision of Preschool staff is exercised.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Child growth, development and behavior characteristics of Preschool age children;
- Early childhood curriculum areas and appropriate methods for implementation and assessment;
- State Preschool regulations, licensing requirements, laws, codes, policies, and procedures;
- English language development/acquisition, and cross-cultural issues;
- Principles and practices of administration, supervision, and training;
- Methods of instruction and safe practices in classroom activities;
- Requirements of maintaining a children's center in a safe, clean, and orderly condition;
- Methods of observing, evaluating, and recording child behavior;
- Budget administration, preparation, and control;
- Record-keeping and report preparation techniques;
- Modern office methods, procedures, terms, and equipment;
- Word processing, spreadsheet, database, Internet, website, and E-mail computer applications;
- English usage, grammar, spelling, punctuation, composition, vocabulary and skills in proofreading;
- Health and safety regulations.

Ability to:

- Administer, plan, oversee, and evaluate instructional Preschool activities which promote

- developmentally appropriate student learning;
- Develop, organize, and implement approved curriculum for the development of children enrolled in the District Preschool Program;
- Oversee the development of daily lesson plans in accordance with established policies;
- Formulate and develop policies, procedures, rules, regulations, programs, and activities;
- Train, supervise, evaluate, assign and counsel personnel to provide a positive environment for children;
- Interpret, apply, and explain applicable laws, codes, rules and regulations;
- Communicate accurately, effectively, and courteously both orally and in writing with staff, parents, children, public, and district personnel demonstrating poise, patience, sensitivity and understanding;
- Understand and carry out oral and written instructions;
- Direct the maintenance of a variety of reports, records, and files related to assigned activities;
- Prepare a variety of comprehensive narrative and statistical reports;
- Observe and evaluate student learning, analyze situations accurately, and adopt effective courses of action;
- Create and implement emergency preparedness plans;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;
- Develop and administer the Preschool Program budget;
- Work independently with little direction;
- Operate and maintain various standard and specialized office equipment including personal computers and effectively utilize word, processing, spreadsheet, database, Internet, E-mail, and presentation software:
- Use Microsoft Office proficiently;
- Plan and organize work and meet schedules and time lines;
- Establish and maintain cooperative and effective interpersonal relationships, including building and maintaining strong home-school-parent-teacher preschool relationships, using tact, patience, courtesy, and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- Must have one of the following issued by the California Commission on Teacher Credentialing each of which has specific education and experience requirements:
 - Child Development Site Supervisor Permit OR
 - Program Director Permit OR
 - Administrative Services Credential.

Experience:

- It is desirable to have two or more years of recent experience working in a preschool program including experience
 - in a State Preschool Program as site supervisor, OR

- as a program director of a licensed preschool program
- Bilingual (English/Spanish) skills are highly desirable.

LICENSES AND CERTIFICATES REQUIRED:

- Must possess current American Red Cross CPR (Adult and Child), First Aid and California Child Care Preventative Health and Safety Certification;
- Valid and appropriate California Driver License;
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment.

Work Environment:

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has direct contact with parents and other district staff; employment contingent upon passing a physical and back evaluation test.

SALARY RANGE

Salary Range M51

Classified Management Salary Schedule

New classification adopted 9/11/08

Classification deactivated July 2013

Classification reactivated by Personnel Commission 9/12/19

Updated job description and salary reallocation recommendation from M44 to M51 approved by Personnel Commission 10/12/23