Enterprise Elementary School District
Job Description

Job Title:	Preschool Teacher/Site Supervisor (Classified Position)
Reports To:	Superintendent or Designee
Range:	As identified on the CSEA Salary Schedule
Prepared By:	Job Description Update Committee
Prepared Date:	January 23, 2025
Approved By:	Board of Trustees
Approved Date:	April 2, 2025

DEFINITION – Under the general supervision of the Superintendent and/or designee, plans and delivers developmentally appropriate services to children within the preschool program, performs responsible clerical work in compiling, maintaining, and reporting attendance data; works with students, parents, and teachers; provides immediate health needs and emergency first aid to children short of the type of care that requires the direct presence or judgment of a licensed nurse or physician; performs other job related duties as assigned by administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Assist with campus safety
- Provide a developmentally appropriate preschool program adhering to state licensing requirements/protocols
- Provide students with first aid treatment and/or emergency intervention as medical condition, injuries or illnesses may warrant, in accord with currently acceptable first aid and CPR practice and short of that which a licensed nurse or physician must administer
- Maintain and/or implement specialized health care plan under the direction of the district nurse, including, but not limited to, diabetic management, catheterization, tube feedings, toileting assistance, tracheostomy care, etc.
- Give medication prescribed specifically for a student by medical authority, following a closely controlled procedure
- Maintain daily attendance
- Document students leaving and returning during program hours
- Maintain file for each student that meets the licensing requirements
- Responsible for parent communication such as, but not limited to, parent correspondence, health needs, conferences, etc.
- May assist with first aid kits and order supplies for the preschool classroom
- Perform adopted student assessment and progress monitor

- Attends and participates in meetings and trainings as assigned, such as, but not limited to IEP meetings, program meetings, professional development, etc.
- We have planned weekly laundry for the bedding, with some extra laundry to do as needed for bedding between for accidents.
- Perform other duties which reasonably relate to the position

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - AA degree in Early Childhood Education or related field; experience with special needs children; experience as a preschool head teacher and/or site supervisor preferred.

CERTIFICATES, LICENSES, REGISTRATIONS - CPR and First Aid Certificate (including Infant/Toddler), Hold a California Commission on Teacher Credentialing Preschool Teacher Permit with the ability to be a site supervisor. Hold a Paraprofessional Exam Certificate or equivalent.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and

hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

CSEA President	Date 4-2-25
Superintendent	Date 4-2-25
Board Approval (Clerk)	Date 4-2-25