EARLY CARE AND EDUCATION
SITE SUPERVISOR LEAD TEACHER

Basic function
Directly responsible for planning and executing a quality early learning full-day full year instructional program for preschoolers and infants and toddlers. Serve as the Site Supervisor Lead Teacher at assigned site.

Supervision
Directly responsible to the Administrator and/or Coordinator, Early Care and Education Programs.

Representative duties

- Plan, implement and supervise a daily developmental program to ensure that the cognitive, physical, social emotional, creative needs, and educational needs of students are met.
- Coordinate and participate in team planning to implement a developmentally appropriate curriculum based on student need, interest, and ability, including completion of through lesson plans.
- Instruct enrolled children using large and small groups and individually planned learning activities.
- Conduct and support teaching staff in completion of individual developmental assessments and maintain current records for student portfolios.
- Perform regular inspections to ensure a safe, orderly, clean, and appropriate learning environment outdoors and indoors in accordance with community care licensing and title 5 regulations.
- Assist staff in cleaning and sanitation duties as assigned.
- Maintain schedule and staffing to ensure adult/child ratios are met.
- Establish a state preschool advisory committee (PAC) that meets no less than two times a year. PAC Involves site staff, parents, and volunteers in the planning and implementation processes associated with curriculum development, program evaluations and compliance, community participation and staff development.
- Conduct a parent orientation at the beginning of year and conduct parent conference.
- Communicate daily with parents, assisting them to take an active role in their child's education, growth, and development.
- Provide support and guidance to teaching staff and assistants as requested.
- Identify and assist staff in identifying child and family needs and make referrals to appropriate agencies as necessary.
- Actively recruit parents into the program through school and community resources
- Coordinate and conduct regular site staff meetings.
- Maintain and ensure teaching staff are assisting in completion of daily attendance records as well as auditing end of the month attendance summaries.
- Ensure that teaching staff, including site supervisor, maintain student files with required documentation, and update regularly.
- Attend meetings, in service, workshops, and early care and education functions, 21 hours

must be completed annually.

- Coordinate and collaborate with staff in planning community/preschool educational events and solicit community support.
- Articulate the state preschool program with a regular elementary school, working with teachers and administrators.
- Provides input in the evaluation of associate teachers and childcare assistants.
- Coordinate parent volunteers to assist in the classroom.
- Responsible for planning and executing a daily nutrition program in compliance with Child Care Food Program which includes shopping for food items that comply with food program guidelines.
- Ensure staff review and update immunization records for each child at each age checkpoint. Notify parents of any remaining required immunizations.
- With the assistance of a parent and staff, ensure completion of Needs and Services plan for age eligible children that includes an individual feeding plan, sleeping plan, toilet training plan (if applicable). Staff will review and update quarterly or as necessary.
- Ensure staff follow all safe sleep regulations, including a physical check of sleeping infants every 15 minutes.
- Have knowledge of napping policies and procedures for preschool age children and assist staff in complying with these policies/procedures.
- Know each family's approved/certified days and hours of care and communicate with families if they need a change in their service level during their certification period.
- Assist enrollment team in collecting required documents for recertification of families.
- Perform duties that follow the objectives of our program policies which include but not limited to caring for classroom pets and gardening to maintain outdoor classrooms.
- Work with teachers and administrators at host elementary schools to articulate the objective and philosophies of the state preschool program.
- Perform other related duties as assigned.

Qualifications

Possession of a valid permit or credential authorizing service as an Early Care and Education teacher, and as a Site Supervisor. Experience and/or training appropriate to fulfill requirements of the position. Montessori training preferred as appropriate for assignment.

Licenses and certificates

Possession of a valid California Driver’s License if required by the duties of the assignment.

Physical requirements

Physical requirements include the ability to move quickly, bend, squat, kneel, sit on floor. Ability to lift and carry children w moderate weigh (up to 40 lbs). Ability to lift and move objects indoors and outdoors to maintain a safe environment.

Working conditions

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.