SITE SUPERVISOR LEAD TEACHER

Basic function
Plan and execute an instructional program for preschoolers; serve as Site Supervisor Lead Teacher.

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

Representative duties

- Conduct a state preschool program in accordance with the goal and objectives of the State Department in Early Care and Education programs, the Santa Barbara County Education office, and school districts. Maintain compliance with school district, county, and state, federal, and licensing regulations.
- 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 conferences.
- 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.

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- 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.
- 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.
- 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.
- 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.
- 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 demands include the ability to move quickly, bend, squat, kneel, sit on floor. Ability to lift and carry moderate weigh (up to 40 lbs) depending on task assigned.

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