

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Site Director/ Teacher Pre-School

Classification: Classified Supervisory

FLSA: Exempt

Reports to: Department Administrator

Range: Classified Supervisory Salary
Schedule

EDUCATION AND EXPERIENCE

Experience/Education:

The site director/teacher shall have a high school diploma or equivalent, ability to pass the instructional aide proficiency test, supervisory experience preferred and meets all of the following:

- Hold a Preliminary or a Clear Multiple Subject Teaching Credential
or
- Hold a Children's Center Instructional Permit (various types, issued by CTC).
- At least 2 years experience in a childcare center.
- Have earned at least six (6) units of administration and supervision coursework in Child Development
or
- Hold an A.A. Degree or higher (60 units) with 24 ECE/CD units including:
 - Core courses: child/human growth and development;
Child/family/community or child family relations; and
programs/curriculum. (3 semester units)
 - 16 GE units, one course in each 4 general education categories,
 - 6 administration units
 - 2 adult supervision units

SUMMARY

Under the direction of the school site administrator, responsible for the day-to-day operation of the site; supervise and evaluate assigned staff with district and/or site administrator; coordinates parent involvement in the activities; provides for the instructional and custodial needs of children; maintains health and safety standards; and does related work as required in a State Preschool program.

SPECIFIC RESPONSIBILITIES

1. Implements an effective child development preschool program under the direction of the Child Development Coordinator and supervision of the school site administrator.
2. Communicates program needs to school site administrator.
3. Plans, and implements a preschool program in accordance with State guidelines.
4. Communicates with the parents regarding the program and the individual needs of their child.
5. Completes daily schedules and provides guidance to State Preschool staff.
6. Supervises all staff assigned to the program.
7. Supervise and evaluate assigned staff with district and/or site administrator.
8. Attends staff training and meetings.
9. Completes daily attendance and other records as required pursuant to the State guidelines.
10. Recruits and includes parent volunteers in daily programming.
11. Completes additional assignments as required maintaining a quality program.
12. Maintains health and safety standards and provide a positive experience for the children.
13. Performs other related tasks as assigned.

SPECIFIC QUALIFICATIONS

Should possess the personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively.

Knowledge of:

- First aid;
- knowledge and ability to relate to the needs of students and parents of different ethnic, cultural, educational, and socio-economic backgrounds.

Ability to:

- Organize and implement a preschool program for students in State Preschool setting;
- to supervise and coordinate the work of aides and volunteers;
- to communicate effectively with parents and staff and to provide a positive image for preschool students.

This position is exempt from the overtime provisions of the Education Code.
(See Sections 45128 and f45130). 9/30/2011