

MERCED CITY SCHOOL DISTRICT



CLASS TITLE: SUPERVISOR, PRESCHOOL AND CHILD DEVELOPMENT PROGRAMS

BASIC FUNCTIONS:

The Supervisor of Preschool and Child Development Programs, under the direction of the Director of Preschool and Child Development Programs, supports in planning, organization and implementation of Child Development program; provides effective and efficient delivery of supports and services to students, families and staff; act in capacity of Director in their absence; supports all sites and child development programs; effectively interact and collaborate with various District and community stakeholders for continual improvement of programs.

REPRESENTATIVE DUTIES:

Supports the implementation of Merced City School District's Vision, Priorities, Core Beliefs, Commitments and theory of Action.

Monitor, implement and evaluate programs and policies that improve outcomes for students.

Support, organize and supervise child development programs including, but not limited to Preschool, Preschool Special Education, and the Youth Enrichment Program under the guidance of the Director.

Implement organizational structure, define responsibilities and delegate authority as needed.

Conduct staff development to support high quality practices. Identify staff professional needs.

Serve as the District's representative, along with the Director, to city, county and state early education networks, commission and councils.

Assure program compliance with Title V and Title 22.

Support Director in supervising and evaluating the performance of classified program personnel in accordance with District's procedures for evaluation; encourage individuals' growth and recommend appropriate actions in cases of sub-standard performance.

Analyze student and classroom assessment data and use the results to plan for program improvement.

Communicate with employees through various methods such as staff meetings, bulletins, and personal contact; meet with assigned personnel to assist in resolution of problems.

Models standards of behavior and uses positive approach while working with children, staff and families.

Attends to physical site emergencies; communicates district safety protocol to all program staff; and communicates with district departments.

Maintains and prepares a variety of records and reports.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

District goals, priorities, vision, beliefs, commitments and theory of action.

Current concepts used in Early Childhood Education.

CDSS Licensing Requirements.

CED Title V Requirements

Practices, programs, theories, and strategies that eliminate barriers for student to achieve academically, socially, emotionally and to promote equality.

ABILITY TO:

Apply an exemplary work ethic directed at continuous learning and improvement.

Improve outcomes for all students.

Maintain positive relationships with program and District personnel.

Exercise discretion and confidentiality.

Set clear, concise, realistic, time bound and measurable goals and objectives.

Maintain a healthy and safe environment.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Bachelor's degree with a major emphasis in ECE or related field.

Five (5) years of successful teaching experience.

Demonstrate exceptional leadership, knowledge and understanding all specific areas of which the Supervisor is responsible.

LICENSES AND OTHER REQUIREMENTS:

Child Development Program Director permit.

Valid California driver's license. Employees in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Typical School/Office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Consideration will be given to reasonable accommodations, with or without the use of aids.

Sufficient vision to read printed materials.

Sufficient hearing to conduct conversations, either in person or on the telephone.

Sufficient mobility to move about the classroom, office and to homes.

Ability to speak in an understandable voice with sufficient volume to be heard in a noisy environment.

Physical, mental and emotional stamina to withstand rigor.

Bend at the waist, kneeling and crouching.

Dexterity of hands and fingers to operate computer and office equipment.

Ability to stand or sit for extended periods of time at a desk or with children.

Lift and carry moderately heavy objects or children.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA)

Board Approved: