



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Preschool Supervisor

Established date: 4/19/2016

GENERAL PURPOSE

Under general supervision, perform support and supervision duties in the instruction, supervision, program operations and care of preschool age students; assists in creating, organizing and directing the District's preschool program; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Preschool Supervisor is responsible for serving in the role of each Preschool Instructor in preschool classrooms on a daily basis. Incumbents are also responsible for coaching, mentoring and supporting all aspects of the preschool program, including, but not limited to, the Title 22 Community Care Licensing Regulations, Title 5 Code of Regulations, and other federal, state, and local regulations governing licensed preschool programs, as appropriate. Assignments may be received in general terms, and incumbents are expected to act independently within the framework of established policies, procedures and objectives.

This position is directly responsible to each of the site Preschool Principal/Directors, the Director of Early Childhood Education, and the Assistant Superintendent of Educational Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that will be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves in the role of each Preschool Instructor in preschool classrooms on a daily basis; teaches, interacts with and supervises preschool students during indoor and outdoor activities to provide learning opportunities designed to further skill development.
2. Coaches, mentors and supports, and orients Instructors in all aspects of the preschool program, including, but not limited to the curriculum resources and methodology adopted by the district, the California Preschool Learning Foundations and Curriculum Frameworks, Title 22 Community Care Licensing Regulations and the Title 5 Code of Regulations as appropriate.
3. Observes and assists with evaluations of children's development aligned with the district's assessment tool in all domains: social emotional development, language and literacy, English-language development, mathematics, visual and performing arts, physical development, health, history-social science and science.
4. Maintains the arrangement, appearance and learning environment at the preschool sites in accordance with Title 22 Community Care Licensing Regulations and the Title 5 Code of Regulations as appropriate; supports the classrooms in coordination with facilities and maintenance.
5. Oversees and supports curriculum development and implementation aligned with the California Preschool Foundations, Curriculum Frameworks, and other approved supplemental curriculum and learning resources.
6. Assists with the development of curricular goals and objectives consistent with the needs of children and linked to the assessment tool.
7. Builds and maintains positive family and community relationships; offers guidance to families concerning child development; provides appropriate resources and referrals to community agencies or to school district departments.

8. Attends meetings and participates in workshops, conferences, courses and a variety of professional growth activities; maintains current Site Supervisor Child Development Permit issued by the California Commission on Teacher Credentialing by tracking professional growth hours.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Current principles and methods of instruction, care and supervision of preschool students aligned with District policies and procedures, Title 22 Community Care Licensing Regulations, and the Title 5 Code of Regulations as appropriate.
2. Health and safety regulations and requirements for maintaining preschool classrooms and grounds in accordance with District policies and procedures, Title 22 Community Care Licensing Regulations, and the Title 5 Code of Regulations as appropriate.
3. Theories and practices in child development and behavior patterns and needs of preschool children.
4. First aid, medication administration and disaster preparedness.
5. Correct English usage, including spelling, grammar and punctuation.
6. Recordkeeping, filing, and basic purchasing procedures and expense reporting.
7. District personnel policies and labor contract provisions; requirements and processes of the District payroll system.
8. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Implement curricular strategies aligned with lesson plans developed by Preschool Instructors.
2. Build and maintain effective coaching and mentoring relationships with Preschool Instructors.
3. Use a variety of audiovisual systems and technology.
4. Take appropriate emergency action in a timely manner and according to established policies and procedures.
5. Provide consultation to Preschool Instructors, families and others on physical and mental health issues that may require additional intervention.
6. Apply laws, rules, and regulations involved in assigned activities.
7. Oversee the maintenance of detailed and confidential facility, staff, and student records and files.
8. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult individuals and situations.
12. Establish and maintain effective working relationships with Preschool Instructors, administrators, staff, students, families, the public and all those encountered in the course of work.

Education and Experience:

Typical methods of obtaining the knowledge, skills and abilities outlined above are:

Graduation from high school and Associate's Degree including 24 units with core courses*:

- Child/Human Growth and Development*
- Child, Family and Community/Child and Family Relations*
- Curriculum/Programs*

**a minimum of three semester units or four quarter units in each of the core areas*

- 6 Administration units
- 2 Adult Supervision units

BA or higher (does not have to be in Early Childhood Education/Child Development), including:

- 12 units of Early Childhood Education/Child Development
- 3 units of Supervised Field Experience

Administrative Credential, including:

- 12 units of Early Childhood Education
- 3 units Supervised Field Experience

Teaching Credential, including:

- 12 units of Early Childhood Education/Child Development
- 3 units Supervised Field Experience

A minimum of an Associate's Degree is required. A Bachelor's Degree in Early Childhood Education or Child Development is preferred. Experience in a school district is preferred.

A minimum of three years working with preschool children is required. Work experience in adult supervision in an early childhood program is preferred.

Licenses; Certificates; Special Requirements:

Eligible for or hold a current Site Supervisor Child Development Permit issued by the California Department on Teacher Credentialing.

CPR and First Aid Certificate required. Renewal of this certificate will be required every two years at the expense of HBCSD.

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

Immunization records including pertussis, measles and influenza.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel or separate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided and be able to assist students who may have physical disabilities. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems, use shop math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors, and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a classroom and outdoor setting where the noise level is usually moderate.