



Job Title: Preschool Instructor/Site Supervisor

Reports to: Preschool Program Administrator

Definition:

Under direct supervision of the Preschool Program Administrator, provides an educational program for preschool students, supervises staff, and manages the classroom. The major areas of responsibilities are: Planning, organizing, and monitoring the Instructional Program, student progress, parent communication, learning environment, student control, and other duties as assigned.

Essential Functions:

- Coaches and counsels staff appropriately and efficiently for all staff in a collaborative role with the Program Administrator.
- Assures that regulations regarding health and safety are in place, and works closely with Program Administrator to ensure Title 22 and/or Title 5 licensing requirements are met, as applicable.
- Supervises teachers, assistants, and volunteers at the preschool site.
- Participates in planning, organizing, and monitoring an age-appropriate instructional program that meets District and State requirements as stated in the Consolidated Compliance Review Manual and State of California Exemplary Program Standards.
- Writes lesson plans; implements daily and maintains for State documentation.
- Coordinates and assigns the day-to-day activities of the classroom staff and parent volunteers.
- Evaluates learning needs, monitors progress of students, and keeps accurate records of same.
- Utilizes teaching strategies, techniques, materials, and resources appropriate for preschool students in accordance with stated goals and objectives on State of California exemplary Program Standards.
- Utilizes strategies that provide a warm, caring, and stimulating environment for children.
- Keeps pupils, parents, and supervisors informed about individual student progress and/or concerns in accordance with District policy.
- Coordinates shared activity area with school site schedules; supervises and directs play activities.
- Assumes responsibility for the safety of children and performs first-aid as needed.
- Maintains school standards as defined in the District and Building Handbook.
- Completes reports (attendance, accident, progress, program assessment, etc.), announcements, and other routine tasks promptly and efficiently.
- Maintains a pleasant, clean, and orderly preschool classroom environment.
- Establishes and maintains good working relationships and channels of communication with site and preschool staff members, parents, and students.
- Participates in school activities which promote positive home-school communication, i.e., Preschool Advisory Council; seeks suitable opportunities to inform the community of educational programs and needs.
- Participates in the planning and implementation of parent education or parent involved activities.
- Responsible for all duties and responsibilities as stipulated on job description and other duties as requested by management.
- Plan for and/or participate in the following meetings and/or activities:
 - Parent Orientations
 - 4 Parent Education Nights
 - Teacher/Site Director Meetings
 - 4 Parent Advisory Meetings
 - All Staff Meetings/Trainings