



Date Adopted:

Range:

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**Job Description: Early Childhood Development Preschool Site  
Supervisor (PSS) Head Start**

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**PRIMARY FUNCTION**

Under the direction of the Child Development or Site Administrator, the Preschool Site Supervisor coordinates daily operations in accordance with Community Care Licensing Requirements and Program Funding Terms and Conditions of one or more Pre-K classes. In addition the Preschool Site Supervisor will teach a pre-k classroom.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Responsible for modeling the development, planning and implementation of the Preschool Learning Foundations.
- Ensure compliance .
- Monitors family enrollment to ensure reporting procedures for attendance and fiscal information is accurate.
- Provide information to parents concerning their children's development, abilities, and areas of concern; explains program procedures and classroom activities as requested.
- Support parents' role as their child's "best first teacher" by encouraging parent participation in family literacy at home.
- Provide families with information to community agencies.
- Establish and maintain effective communications with parents, caregivers, school staff and community: i.e. parent conferences, back-to-school night, open house, curriculum nights etc.
- Collaborate colleagues to ensure quality of teaching methods and support for program goals.
- Ensure children's nutritional needs are met.
- Ensures preschool rooms and play areas are maintained in a clean, orderly, and safe condition, and complies with Community Care Licensing.
- Maintain materials, tools and equipment to be used in the classroom.
- Excellent oral and written language skills.
- Other duties as assigned.

**QUALIFICATIONS**

*Knowledge of:*

The Preschool Site Supervisor must have knowledge in the following areas:

- Preschool Learning Foundations, Desired Results Assessment Tools and ECE curriculum.
- Safe and appropriate activities for children.
- Understanding of cultural awareness and sensitivity.

**EXPERIENCE & EDUCATION**

Prior job related experience required consistent with the state Child Development Permit Matrix. Minimum of two years experience working with preschool children. Bachelors Degree in ~~Early Childhood Education~~ **required.**

**PERMIT**

Minimum Site Supervisor Permit authorized by CCTC.

*Health/Licensing Requirements:*

- Certified in First Aid and CPR
- Physical / TB test clearance
- Pre-employment fingerprint clearance

**LICENSE**

A current California Driver's License and proof of insurance are required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

*Physical Abilities:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

**WORK YEAR:**

In accordance to funded program contract requirements.