

PERSONNEL

POLICY NUMBER

**PRESCHOOL SUPERVISOR
CONFIDENTIAL JOB DESCRIPTION**

Definition: The Kernville Union School District Preschool Supervisor shall be responsible for the administration, development, direction and coordination of the child care program.

Directly responsible to: Program Director/Superintendent

ASSIGNED RESPONSIBILITIES

1. Ensure funding contract compliance, as well as all applicable State, County, and Federal program regulations.
2. Supervise and coordinate program components.
3. Develop and implement appropriate program and administrative policies and procedures.
4. Responsible for the selection, development, and supervision of staff.
5. Ensure ongoing compliance with licensing requirements
6. Responsible for the development and implementation of program curriculum
7. Coordinate programs management including reports to funding source, Program Director and Agency Board.
8. Develop community awareness and collaborations.
9. Participate/assist with agency and/or parent fundraising.
10. Coordinate the utilization and documentation of volunteers
11. Assist in the development of proposals and new projects
12. Coordinate and supervise social services to children and families served
13. Coordinate staff development.
14. Ensure health and safety standards are met at the facility.
15. Additional duties as assigned.

MINIMUM QUALIFICATIONS

1. Must hold a valid California Child Development Permit.
2. Minimum of AA (or 60 units) with 24 Early Childhood Education +6 units administration, +2 units adult supervision.
3. 350 days of 3+ hours per day within 4 years, including 100 days of supervising adults.
4. Other requirements as set by Board of Trustees

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| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 2 a. Ability to sit for extended periods.
- 3 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies, and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift ~~400~~ 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 4 i. Ability to reach all directions.

Adopted December 14 1999