



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SITE SUPERVISOR – STATE PRESCHOOL

### DEFINITION:

Under general supervision of the State Preschool Director, this teacher/leader position oversees the daily operation of the State Preschool Program where assigned; following regulation Title 5, Title 22 as well as Tehama County Department of Education policies and procedures. The Site Supervisor will be responsible for fostering a positive staff relations, working effectively with children, and families, creating a welcoming, inviting family environment, implementing developmentally appropriate programs as well as instruction for children within the State Preschool Program.


### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Guide staff, set goals and ensure policies and procedures are followed at all times. Supervises teacher(s), assistant(s), and volunteers at the preschool site.
- Adapt teaching methods and instructional materials to meet children's varying needs and interests.
- Works collaboratively with site team to maintain organization of the center i.e. select, and order supplies, keep an accurate inventory, as well as, maintain effective systems.
- Collaborates with teaching team to create an indoor/outdoor environment that facilitates creative play, motor skills, as well as, safety.
- Maintains a safe, clean learning environment for children and families within the Preschool Program in accordance with Community Care Licensing (CCL).
- Fosters a collaborative positive learning environment with teacher, assistant teacher, volunteers, families and colleagues.
- Develop positive relationships with children and families.
- Collaborate with site team to ensure the development, preparation, and facilitation of weekly lesson plans based on children's interests and learning goals.
- Collaborates with site team to create individual goals and objectives through the following: assessment, personal observation, consultation with specialists, and parental input. Creates and executes individual instructional programs as determined through assessment and established objectives.
- Collaborate with site team in making decisions regarding child welfare and safety, including supporting children with guidance and self-regulation.
- Guide and support preschool team to implement positive classroom expectations and behavior management strategies.
- Keeps accurate records' regarding attendance, student progress, etc.
- Collaborate with site team to analyze data to individualize for children and make informed site instruction decisions.
- Perform respectful daily health checks of children assuring children are well enough to attend school.
- Ability to check email daily, enter assessment data, complete time sheets and use AESOP appropriately for absences.
- Display a sincere, nurturing, caring attitude toward all children.
- Sit with children during all meal times demonstrating conversation and appropriate preschool meal time interactions.
- Attend and implement new learning and program expectations from professional learning activities and other program functions and staff meeting.



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- Implement, complete and guide teaching team to ensure the following tools are implemented with a high degree of fidelity as mandated, the Desired Results Developmental Profile (DRDP-2015), Preschool Environmental Rating Scale, Classroom Assessment Scoring System (CLASS).
- Other job related duties as assigned.
- Responsible for collaborating with program educators to plan and facilitate family engagement events.
- Report suspected child abuse.
- Makes home visits as necessary.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Current, valid Child Development Site Supervisor permit or the ability to obtain this level of permit:
  - OPTION 1: Associate of Arts Degree (or 60 completed units) including 24 ECE/CD units with core courses (English/Language Arts, Math or Science, Social Sciences, Humanities and/or Fine Arts); plus 6 administrative units, plus 2 supervision units AND 350 hours of 3+ hours per day experience within 4 years including at least 100 days of supervising adults.
  - OPTION 2: Bachelor's Degree or higher in any field with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting.
  - The employee is responsible for completing the criteria set forth by the Commission on Teaching Credentialing for this level of permit. TCDE will evaluate all transcripts of all post-secondary education to determine eligibility. A post-secondary degree is not automatically qualifying.
- Completed Criminal Record Statement.
- EMSA (Pediatric CPR/First Aid) Certification and Preventative Health Class.
- Two years' experience as a teacher in a preschool program.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Early childhood development. Including, but limited to social/emotional (trauma informed practice), language and literacy, cognitive, and physical development.
- The California Learning Foundations and Curriculum Frameworks
- Desired Results Developmental Profile (DRDP-2015), Preschool Environmental Rating Scale, Classroom Assessment Scoring System (CLASS).
- Title 22 and Title 5 regulations
- Positive guidance and behavior supports
- Effective communication and relationship building strategies.
- Strength based adult learning knowledge and strategies.

ABILITY TO:

- Maintain confidentiality.
- Understand and implement developmentally appropriate practices.
- Interact appropriately with children at all times.
- Be sincere, nurturing, and caring toward all children.
- Read, write, speak, and understand English.
- Read, write, speak, and understand Spanish preferred.
- Understand and implement methods, policies and procedures of the department.
- Maintain accurate, neat files/records.
- Understand and follows oral and written directions.
- Understand, uses and stay current with a variety of computer programs.



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- Apply strong verbal, written, mathematical, and interpersonal skills.
- Implement discretion, tact, and confidentiality when meeting with families, the community and colleagues.
- Demonstrate positive team interactions.
- Learn and implement Powerful Interactions concepts: be present, connect and extend children's learning.
- Learn, notice and share moments of effectiveness with educators and why it is important.

PHYSICAL DEMANDS:

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.

- Frequently required to stand, walk, sit, and reach with hands and arms.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must be able to exert up to 10-25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for some of the time.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment, and work with various materials and objects.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: July 2014 Revised: August 5, 2019

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resources

Signature: *Noelle DeBortoli*

Date: *August 5, 2019*