

SAN CARLOS SCHOOL DISTRICT

PRESCHOOL SITE SUPERVISOR

BASIC FUNCTION:

An investment in our children is an investment in a healthy, thriving community. Children who grow up to be successful, contributing young adults have much more than just academic skills; rather, they have developed a broad capacity to engage intellectually, socially, physically, emotionally and civically. The San Carlos School District has created the **REACH** program, which is dedicated to building Responsible, Engaged, Active, Caring and Healthy young people. We believe that this begins in preschool at the very foundational level and that our teachers are our most important ambassadors of this mission.

ESSENTIAL DUTIES:

- Maintains a safe, healthy, fun environment for children
- Supervises and helps to consciously develop children by monitoring, positively directing and redirecting, protecting, encouraging and nurturing children
- Administers first aid to students and contacts parents and emergency assistance agencies in the cases of serious illness or injury
- Performs and directs performance of a variety of housekeeping functions to ensure that the facility is maintained in a healthful, safe and sanitary condition
- Develops culturally responsible curriculum and prepares, implements and supervises the implementation of it
- Maintain a portfolio of growth and development for each child in their core group
- Maintains ongoing communication with parents
- Communicates daily through reports and communication logs
- Attends staff meetings, continuing education and required trainings
- Provides adequate equipment and activities
- Ensure that equipment and facilities are clean, well maintained and safe at all times for children
- Provide a weekly and monthly schedule of activities
- Contributes to newsletters if directed by Preschool Director
- When dealing with conflict, maintains a positive approach and believes that conflict provides an opportunity to learn
- Maintains confidentiality about children and their families
- Reports all suspect abuse to supervisor
- Maintains weekly open communication with Director
- [Maintain weekly sign-in sheets](#)
- [Answer phone inquiries from prospective parents](#)
- [Give tour of school when Director is unavailable](#)
- [Answer questions when prospective parents arrive on site without an appointment](#)
- [Oversee and help with the weekly curriculum preparation](#)
- [Rearrange daily schedule when necessary](#)
- [Take charge of an emergency situation when needed](#)

KNOWLEDGE AND ABILITIES:

- Ability to respect the confidentiality of program-related incidents and information.
- Ability to operate necessary program equipment.
- Ability to understand and carry out oral and written directions.
- Ability to maintain positive attitude toward and control of the children.
- Ability to sustain cooperative relationships with those contacted in the course of work.
- Ability to see, read, and distinguish colors with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to understand and respect confidentiality of all information pertaining to students.
- Ability to keep records and prepare verbal and written reports.
- Ability to work effectively with children and parents.
- Ability to work effectively with people from all socio-economic and cultural backgrounds.

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:

- BA in Child Development or an Associates Degree in Early Childhood Education or minimum of 24 ECE units
- At least 1 year experience in early childhood environment with on the job training

WORKING CONDITIONS ENVIRONMENT:

- Moderate to high stress level.

- Primarily indoor classroom, playground and school setting.

PHYSICAL DEMANDS:

- Facility to sit at a desk, conference table or in meetings rooms of various configurations for extended amounts of time.
- Manual dexterity to dial a telephone, and enter data into a computer.
- Physical agility to lift and carry from 25 to 50 pounds and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.
- Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health.