

## **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.