

## **JUNCTION ELEMENTARY SCHOOL DISTRICT**

### **PRESCHOOL DIRECTOR 203 Day Calendar**

#### **Brief Description of Position**

Under the direction of the District Superintendent or Principal, the Preschool Director will provide a safe, healthy and nurturing environment for teachers, aides and children; plan and implement curriculum, activities, and snack menus; handle discipline problems and parent concerns, provide supervision of children, ensure financial viability of the Preschool program. The Preschool Director supervises and provides appropriate training for teachers and aides to provide safety and implement the curriculum. This is a Classified Management exempt position.

#### **Duties and Responsibilities**

1. Responsible for Preschool compliance to California State Title 22. Including awareness of the financial and business circumstances of the program; supervision of support personnel and knowledge and authority to direct or modify practices and procedures to ensure compliance to standards imposed by law.
2. All matters concerning staff including selection, hiring, supervising, scheduling and training.
3. Staff observations and evaluations.
4. Compliance with the School Districts Policies.
5. Maintain positive communications with parents including parent conferences, notices, and monthly newsletters.
6. Supervise children in large and small groups; provide additional support to individual children.
7. Plan and develop supply and equipment budgets and report to the Superintendent or Principal.
8. Plan and prepare snacks, write a monthly calendar.
9. Implement and plan curriculum according to District standards.
10. Ensure safety and security of children, equipment and supplies.
11. Supervise staff and assist when needed.
12. Provide information on school activities.
13. Oversee the daily operation of the program.
14. Schedule ongoing training of teachers. (CPR/First Aid, Pro-Act, curriculum)
15. Other duties as assigned.

#### **Qualifications**

1. Four years experience with preschool children (2-5 years old).
2. Minimum two (2) years supervisory experience.
3. CPR & First Aid (EMSA Approved) Certification within 30 days of hire.
4. Minimum of AA degree with emphasis in ECE or Child development.
5. High School diploma with 15 units of ECE/Child development including, 3 units of Administration/staff relations with 4 years relevant teaching experience in a licensed preschool.
6. Or must have Site Supervisor permit. (See below)

There are 4 options to qualify for a site supervisor permit:

**Option 1:** AA (or 60 units) which includes: 24 ECE/CD units with core courses\* plus 6 administration units plus 2 adult supervision units, 350 days of experience at 3+ hours per day within 4 years, including at least 100 days of supervising adults;

**Option 2:** BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting;

**Option 3:** Admin. credential \* with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting;

**Option 4:** Teaching credential\* with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting

### **Physical Demands**

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move children up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work Environment**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Hearing and speaking to exchange information
- Vision, reading ability to read reports, assessment results, assign student work samples, and the ability to scan for engagement of students and to identify potential safety hazards
- Seeing to read a variety of materials
- Lift and or carry 25 pounds, Push pull up to 50 pounds
- Exert manual dexterity sufficient for keyboard and other office equipment
- Ability to stand, stoop, walk and sit for long periods, occasionally squat, climb ladders. Walk on uneven ground etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

Ability to work in a variety of environments due to various weather conditions and locations. Working environment includes indoor settings such as classrooms, offices, teacher's lounge, gymnasium, library, outside settings including playgrounds, athletic fields, parking lots and sidewalks supervising students at yard duty or parent pickup etc.

Junction Elementary School District

Board Approved: May 17th. 2022