

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

DIRECTOR/LEAD PRESCHOOL TEACHER

DEFINITION

Under the direction and guidance of the Assistant Superintendent –Education Services, oversee the daily operations of a Preschool Center. Supervise and teach an assigned group of children using developmentally appropriate practices. Provide direction, guidance and support to teachers and support staff assigned to the Center. Monitor child attendance. Organize and conduct parent education and parent participation activities. Serves as a member of the management team and employment is with the Superintendent of Schools.

DUTIES AND RESPONSIBILITIES

Plans, organizes, supervises and participates in all operations of the Center. Responsible for maintaining compliance with licensing and State regulations; establish rapport and support with parents; and be responsible for the education and social development of all children enrolled in the Center including curriculum development and implementation, staff development, including monthly staff meetings. Provide guidance, modeling and support to assigned teachers. Direct, instruct and train assigned staff; provide input for evaluation. Arranges for substitutes when necessary. Monitor and supervise all activities within the center to assure a safe, health and attractive environment. Maintain proper credentialing of staff and staff/child ratios at all times. Maintain records on the number of children enrolled, how many hours they attend, the amount of parent fees owed each month and collect the appropriate fees. Prepare and submit requisitions for supplies and materials; maintain an inventory of center equipment; forecast needs for supplies, materials, equipment, repairs and other potential expenditures. Prepare and maintain accurate records, including staff and child attendance records, child observation, individualization, lesson plans, lunch count, parent participation, in-kind contributions. Assist parents by holding orientation meetings, various resources in the community and develop public relations with the community to promote the program and generate interest.

SUPERVISORY RESPONSIBILITIES

Responsible for overall direction, coordination and support to employees under his/her supervision. Training, planning, assigning and directing work of employees. Addresses complaints and resolves problems.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree or higher with 12 units of early child education plus 3 units supervised field experience or a teaching or administrative credential with 12 units of early child education plus 3 units supervised field experience or an AA degree with 24 units early child education units plus 6

administration units plus 2 adult supervision units. Two years experience in an instructional capacity in a child care and development program with at least one year in a supervisory role.

Knowledge

Knowledge of methods of effective program planning, organizational development, budgeting and program evaluation; effective early childhood education service delivery models; local, state and federal policy regulations concerning preschool and the provision of early childhood education. Community services offered to preschool age children. Models of fiscal leveraging and blended funding and wraparound funding to meet the needs of working parents.

Skills and Ability

Ability to respond effectively to the most sensitive inquiries or complaints. Ability to take action in solving problems while exhibiting judgment and systematic approach in decision making. Develop effective plans for meeting goals, establishing timelines and measurable checkpoints, establishing required resources and anticipating obstacles. Communicate effectively both orally and in writing. Ability to work as a team, have a positive attitude and good communication skills. Ability to demonstrate character based performance.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift moderately heavy objects (less than 30 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 40 lbs.) on an intermittent basis. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid regular Children's Center Supervisor Permit or Child Development Permit Program Director. Valid California Driver's License and CPR and First Aid certificates.