

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR – PRESCHOOL INSTRUCTIONAL SUPPORT**

#### **BASIC FUNCTION:**

Under the direction of the Director II-State Preschool, organizes and directs the activities and support to Preschool classrooms; coordinates the implementation of State Preschool and Head Start/Early Start programs; responds to and resolves children and parent issues; addresses facilities issues; trains and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organizes and directs the activities and support to Preschool classrooms; coordinates the implementation of State Preschool and Head Start/Early Start programs; assures teachers are supported in the classroom and comply with Program policies and procedures, including federal and State mandates

Designs, implements, monitors and evaluates program services, curriculum and classroom environments to meet State and federal performance standards for the Head Start/State Preschool programs; assures Program compliance and completes appropriate documentation of according to established guidelines.

Provides ongoing support to Preschool classrooms; provides support in implementing curriculum; reviews lesson plans to assure developmentally appropriate activities and compliance to Program curriculum standards.

Coordinates resources, personnel and communications to meet the needs of students and assure smooth and efficient program operations and activities; collaborates with administrators and staff in the development, implementation and evaluation of instructional functions and transitional services to meet the needs of students.

Provides technical direction and supervision of curriculum implementation, child outcomes, teaching strategies, child observations and portfolios; provides direction to teachers in the development of lesson plans, individual instruction and teaching strategies for English Language Learners.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Assures education components are integrated into a comprehensive program including nutrition, health, social services, parent education and mental health education.

Coordinates implementation of Child and Adult Care Food Program (CACFP); develops plans of action to resolve Program issues or concerns; generates required records and reports.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities; develops staff and parent calendars; develops and modifies forms as needed to meet

State and federal guidelines; coordinates licensing of new classrooms and sites.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolves issues and conflicts and exchanges information; coordinates with management, and component experts to assure program services meet Preschool mandates and education components.

Responds to parent issues and concerns regarding their child, complaints regarding staff, and other Program related questions; reviews and develops Parent Advisory Committee meeting agendas; trains parents to conduct environmental ratings as necessary; meets with parents regarding discipline, developmental or other child issues and develops corrective plan of action.

Prepares new sites for licensing and Fire Marshall clearance; meets with licensing staff to complete licensing protocols; identifies classroom needs for materials and equipment; approves classroom maintenance needs; responds to security/fire alarm activation and maintenance needs of facilities.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles of child development and early childhood education.
- Practices and procedures involved in the development, implementation and evaluation of early childhood education instructional functions and transitional services.
- State guidelines and requirements concerning early childhood education programs.
- Requirements of maintaining a children's center in a safe, clean and orderly condition.
- Curriculum interpretation and application in the early childhood education programs.
- Problems and concerns of students with special needs.
- Policies and objectives of assigned program and activities.
- Concepts of child growth, development and behavior characteristics of preschool age children.
- Early childhood curriculum areas and appropriate methods for implementation and assessment.
- Methods of observing, evaluating and recording child behavior.
- Safe practices in classroom activities.
- Requirements of maintaining a children's center in a safe, clean and orderly condition.
- Cross-cultural issues.
- Applicable laws, codes, regulations, policies and procedures related to assigned areas.
- Developmentally appropriate practices.
- Budget preparation and control.
- Policies and objectives of assigned program and activities.
- Record-keeping and report preparation techniques.

Oral and written communication skills.  
Applicable laws, codes, rules and regulations.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Health and safety regulations.  
Principles and practices of training and providing work direction to others.  
Operation of a variety of audio-visual, office and instructional equipment.

**ABILITY TO:**

Plan, organize, control and direct the operations of Early Childhood Services.  
Assure compliance with legal aspects of special education and early childhood education programs.  
Supervise and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Maintain current knowledge of legal requirements and changes to laws.  
Demonstrate cross-cultural sensitivity and respect.  
Work independently with little direction.  
Plan and organize work.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written instructions.  
Observe health and safety regulations.  
Operate a variety of audio-visual, office and instructional equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in early childhood education or related field and three (3) years increasingly responsible experience in early childhood education, including classroom instruction and work with transitional services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license  
Valid California Teaching Certification  
Site Supervisor Certificate (Early Childhood)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

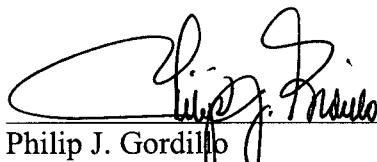
Office environment  
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Approved:  7/01/2011  
Philip J. Gordillo Date  
Executive Director of Human Resources