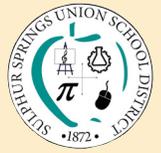


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

STATE PRESCHOOL INSTRUCTOR/SITE SUPERVISOR

DEFINITION

Under direct supervision of the Program Director, provides an educational program for preschool students and performs other duties related to the position.

EXAMPLES OF DUTIES

Participates in planning, organizing and monitoring an age-appropriate instructional program that meets current District and State requirements.

Writes and implements lesson plans daily and maintains for State documentation.

Coordinates and assigns the day-to-day activities of the classroom staff and parent volunteers.

Supervises children at play, directs play activities and develops play materials as required.

Evaluates learning needs, monitors progress of students, and keeps accurate records of same using currently implemented instruments.

Utilizes teaching strategies, techniques, materials and resources appropriate for preschool students in accordance with stated goals, objectives, and current State Standards and expectancies.

Utilizes strategies that provide a warm, caring and stimulating environment for children.

Keeps pupils, parents, and supervisors informed about individual student progress and/or concerns in accordance with District Policy.

Develops school site schedules.

Assumes responsibility for the safety of children and performs first aid as needed.

Maintains school standards as defined in District Policy.

Completes reports (attendance, accident, progress, program assessment, etc.) announcements, and other routine tasks promptly and efficiently.

Establishes and maintains good working relationships and channels of communication with Program Director, site and preschool staff members, parents and community.

Participates in school activities which promote positive home-school communication (i.e. PTA, Preschool Advisory Council); seeks suitable opportunities to inform the community of educational programs and needs.

Participates in the planning and implementation of parent education or parent involved activities.

Communicates concerns and issues regarding individual students with Program Director.

Plans and leads regular site meetings and evaluates staff per District Policy.

Attends regular meetings with Program Director and other Site Supervisor(s).

Maintains site in optimal conditions to support a quality preschool program, including ordering of materials and requesting/monitoring work orders.

Ensures full staffing, including approval of leave requests and arranging/monitoring substitutes.

Accepts field trip responsibility when assigned.

Performs other duties as appropriate and as may be assigned.

QUALIFICATIONS

Knowledge of:

Current trends and research concerning the development and behavioral needs of preschool age children.

Operation of equipment.

Preschool Learning Foundations and Curriculum Framework.

Transitional Kindergarten and Kindergarten Curriculum and standards.

Ability to:

Communicate effectively, verbally and in writing.

Establish and maintain cooperative working relationships.

Adapt to a wide variety of individual student needs.

Manage and organize a classroom.

Lift 25 lbs.

Training and Experience

Possession of valid child Development Site Supervisor Permit or qualifications to apply for and be granted the permit.

Current First Aid and Infant/Child CPR Certificate.

Physical

Ability to pass required District physical.

Employees are placed on the Sulphur Springs Union School District Preschool Salary Schedule

Board Approved: May 24, 2017