

TITLE: **SITE SUPERVISOR, PRE-KINDERGARTEN**

QUALIFICATIONS: Child Center Permit authorizing service in area of assignment and six administrative units

REPORTS TO: Consultant - Specially Funded Projects

JOB GOAL: To create flexible pre-kindergarten program and class environment favorable to learning and personal growth of pupils from economically impoverished homes; to motivate pupils to develop speech abilities, attitudes, skills, and knowledge needed to provide good foundation for further participation in total school program in accordance with each pupil's ability; to build strong ties between home and school; to establish good relationships with parents and other staff members

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for opening and closing of preschool facility
2. Maintains State-required documentation and records, and, when applicable, uses information to plan for instruction
3. Provides learning experiences in language arts, physical education, art, music, health, and other subject matter suited to needs of pupils from economically impoverished homes, utilizing suggestions in state and District publications
4. Develops and uses instructional materials suitable for verbal and visual instructions of pupils with wide range of mental, physical and emotional maturities
5. Develops in each pupil an awareness of his worth as an individual and his role in his family and community; encourages pupils to express themselves creatively in art, music and dramatic play
6. Provides individual and small group instruction designed to meet individual needs of pupils in communication skills, health habits, physical skills and development of satisfactory self-concepts
7. Enriches educational program through study trips to community resources such as museums, parks, etc., and through classroom visits by resource persons from school and community; shares and interprets these experiences with pupils and parents
8. Plans and coordinates work of aides, assistants, parents, and volunteers in classroom and on field trips in order to obtain maximum benefit from their efforts
9. Develops, with aid of parents and other community groups, activities and services for parents which promote parent participation and involvement in education activities being provided for their children
10. Communicates regularly with parents by means of parent meetings, home visits and individual parent conferences; interprets school programs to parents in order to strengthen parental understanding of individual pupil's needs and school's role in individual pupil's life
11. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills
12. Cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems
13. Creates effective environment for learning through functional and attractive displays, interest centers and exhibits of pupil's work

14. Maintains professional competence through inservice educational activities provided by District and/or self-selected professional growth activities
15. Participates cooperatively with appropriate administrator to develop method by which to be evaluated in conformance with District guidelines
16. Selects and requisitions books, instructional aids, instructional supplies and food
17. Participates in curriculum and other developmental programs as required
18. Participates in faculty committees and sponsorship of pupil activities
19. Makes recommendations for keeping facility in working order

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; pre-kindergarten teacher salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable