



## Job Description

<b>Title: Manager, Preschool</b>	<b>FLSA Status: Exempt</b>	<b>Created:</b>
<b>Supervisor: Executive Director, Pupil Services</b>	<b>Supervises: Preschool staff</b>	<b>Revised:</b>
<b>Department: Educational Services</b>	<b>Bargaining Unit: Classified Mgmt.</b>	<b>Approved:12/19/19</b>

### JOB SUMMARY:

Under the direction of the Executive Director, Pupil Services, plan, organize, implement, coordinate and administer Lakeside Unified School District's Early Childhood Education Programs, staff and operations at designated school sites; maintain and monitor day-to-day compliance with California Department of Education's Early Program Regulations for Early Child Care services and community care facilities under Titles 5 and 22; train and evaluate the performance of assigned personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and oversee instructional functions and transitional services to meet the needs of students enrolled in the District's Early Childhood Education Programs at assigned early childhood education program school sites; organize program activities to facilitate transition of students into school-age programs; oversee and coordinate operations and staff of preschool programs at multiple sites within the District.
- Maintain State accreditation and licensing standards for the District's preschool programs. ensure compliance with State guidelines and laws including California State Preschool Program (CSPP) Title 5 guidelines, Department of Health and Human Services guidelines, and Community Care Licensing Title 22 regulations; coordinate resources, personnel and communications to meet the needs of students; ensure smooth and efficient program operations and activities; collaborate with administrators and staff in the development, implementation and evaluation of early childhood education instructional functions and transitional services to meet the needs of students.
- Communicate with District staff, agencies, organizations, State and County Early Childhood Education (ECE) administrators to coordinate activities and programs, resolve issues and conflicts and exchange information related to ECE laws, policies and procedures.
- Meet with State and County Department of Education consultants to coordinate the planning, compliance, implementation, funding and evaluation of preschool programs; function as member of District's Management Team; implement program requirements as assigned by Executive Director and Superintendent.
- Develop and implement budgets for the preschool programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Respond to calls and visits from parents, schools, other districts and public regarding program rules and regulations; attend County Directors' meetings, District Management Meetings and Conferences; provide consultation to administrators, faculty, staff, parents and others regarding assigned early childhood education program and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning program operations, activities, services and related laws, codes, regulations, policies and procedures.
- Coordinate and facilitate curriculum development for the program; assist staff in meeting the needs of the preschool program; observe student performance to determine effectiveness of program services; modify services as appropriate.
- Oversee and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compose and distribute correspondence; maintain master Early Childhood Education Program calendar.

- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, schedule and coordinate work assignments to maintain required student-to-adult class ratio; prepare program site visits and audits under the direction of the California Department of Education.
- Enter all new student registration in tuition-based, Special Education and State-funded Preschool in assigned computer accounting system; enter tuition-based registration into assigned accounting system; collect and record monthly timesheets; drive a vehicle to conduct work.
- Operate a variety of office equipment including a computer; prepare requisitions for purchase of materials and maintenance of buildings and grounds; pick-up and drop-off incoming and outgoing mails, supplies and instructional materials at school sites.
- Attend and conduct a variety of meetings as assigned; schedule and oversee meetings with staff and parents.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Management of instructional functions and transitional services provided by the District's Early Childhood Education Program.
- 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.
- 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.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.

**Skills/Ability to:**

- Plan, organize and oversee instructional functions and transitional services to meet the needs of students enrolled in the District's Early Childhood Education Program.
- Coordinate resources, personnel and communications to meet the needs of students and assure smooth and efficient program operations and activities.
- Train and evaluate the performance of assigned personnel.
- Coordinate program activities to facilitate transition of students into school-age programs.
- Provide consultation to personnel, parents and others regarding the assigned early childhood education program and related functions.
- Plan, organize and implement a variety of activities to enhance faculty understanding of educational practices, instructional material requirements, curriculum standards and instructional strategies.

- Interpret, apply and explain standards, requirements, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and deliver oral presentations.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Operate a computer and assigned software.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Associate degree in early childhood education or related field.
- Three years of experience in working with children in an organized setting. One year of experience in a supervisory level highly preferred.

**Licenses, Certifications and other Requirements:**

- Valid First Aid and CPR certificate.
- Valid Child Development Program Director Permit.
- Valid California Class C driver's license.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor office and classroom environment.
- Drive a vehicle to conduct work.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to assist children.
- Lifting and carrying moderately heavy objects or children.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.