

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
PRESCHOOL SITE DIRECTOR/TEACHER**

DEFINITION: Under the direction of the Principal, plans and implements the instruction and care of preschool students, and performs other related duties.

EXAMPLES OF DUTIES:

- Responsible for planning day-to-day activities and instruction in preschool. **E**
Such planning may include:
 1. lesson plans based on state standards, established curriculum and assessments.
 2. inside and/or outside play activities
 3. art activities
 4. field trips
- Responsible for registering students, which includes interviews with students and parents. **E**
- Enroll students and review immunization records for age-appropriate compliance; **E**
- Work with parents and staff in the development of an education enrichment program; **E**
- Establish and maintain positive daily communication with parents through conferences and newsletters, and conduct parent meetings (PAC). **E**
- Maintain all records and files of students and staff. **E**
- Meet with staff to plan and assign tasks, and make sure all staff, including substitutes, know and fulfill their duties. **E**
- Maintain daily attendance records and all other required reports, and submit monthly report to County Office of Education and CDD (on line). Sample reports include: 801A monthly report, yearly ECERS review. **E**
- Attend meetings as necessary, which may include: preschool staff meetings, elementary staff meetings, IEP's, preschool consortium planning meetings, administrative trainings and conferences. **E**
- Model appropriate behavior and language for students. Ensure that staff also provides consistent modeling. **E**
- Oversee staff and ensure that a proper level of cleanliness is maintained. **E**
- Plan and implement yearly budget, which may include ordering new supplies, materials and equipment, travel and conference expenses, student meal expenses, wages, leases and incidentals. **E**
- Attend professional growth activities as required to maintain current certification. **E**
- Verify Supplemental time sheets for associate/assistant teachers and assistants **E**
- Other related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

- AA degree (any subject), with 24 Child Development units, 6 Child Development units administration, and 2 Child Development units adult supervision.

DESIRABLE QUALIFICATIONS:

- Experience working with young children.

LICENSES AND CERTIFICATES REQUIRED:

- Current preschool site supervisor permit.

PHYSICAL ABILITIES REQUIRED:

- Sufficient mobility to interact successfully with students in a classroom environment.
- DTP, and MMR Immunizations
- Annual Flu Shot
- Annual Physical

Adopted May 15, 2003
Revised April 2019

Range 16

E = Essential