

PRESCHOOL PROGRAM SPECIALIST

DEFINITION

Under the direction of the Child Care Supervisor, develops, plans, organizes and conducts specific preschool programs and activities; provides supervision to both the staff and operations.

EXAMPLES OF DUTIES

Develops specific programs and activities and is responsible for the administration of those programs and staff; directs, supervises and evaluates subordinate staff, volunteers and programs; enforces district policies, procedures and regulations; provides necessary program training for preschool personnel; coordinates program scheduling; opens and/or closes child care facility; completes necessary reports relating to programs; maintains accurate record of programs, participation, staffing and inventory of equipment and supplies; and performs related work as required.

QUALIFICATIONS

Knowledge of

Programs offered by the Recreation and Community Services Department; Child Care Division policies and procedures; preschool programming; training and staff motivation techniques, skills procedures; rules of various sports and games.

Ability to

Plan, coordinate and conduct related recreational based preschool programs and activities and supervise a specific preschool program and facility; direct and supervise subordinate staff and volunteers; perform necessary staff training functions as dictated by program staff; prepare accurate reports and maintain required registration and attendance records; maintain and establish cooperative working relationships; apply judgment, discretion and initiative; express ideas in both written and verbal form; and understand and carry out oral and written instructions.

Certificates

Possession of current First Aid and CPR Card.

Education

Equivalent to completion of the twelfth grade. 12 units from an accredited college. ECE Certificate or A.A. degree preferred. Must meet State licensing requirements.

Experience

Two years of increasingly responsible child care or related work experience and/or experience in preschool programs with one year experience supervising a part time preschool or school age child care site.

Physical Performance Requirements

Light: Standing or walking much of the time with some bending, stooping, squatting and twisting. Light lifting frequently involved.

Licenses

Possession of a valid California Driver's License, if required.

Board Approved: September 26, 1995

Revised & Approved: February 14, 2012