

**Warrenton-Hammond School District**  
**Job Description**

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**Job Title:**     Preschool Supervisor  
**Reports To:**    Superintendent

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**JOB SUMMARY**

Under supervision of the Superintendent, the preschool supervisor carries primary responsibility at the site level for all preschool components and ensures the education and the safe and caring management of all the children entrusted to the preschool.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Communicates with students, parents, staff, community members and public officers regarding various school related issues.
3. Appropriately maintains and secures confidential records and inquiries.
4. Professionally represents the school and the District in interactions with parents, community, staff and students.
5. Complies with applicable District, state, local and federal laws, rules and regulations.
6. Attends work regularly and is punctual.
7. Provide a variety of materials and resources for children to explore, manipulate and use both in learning activities and in imaginative play.
8. Provide assistance in planning learning activities and arranging environments in the classrooms
9. Oversee curriculum planning to ensure developmentally appropriate practice & individualization
10. Plan and develop weekly lesson plans and activities to meet the needs of children in the program.
11. Establish and enforce rules for behavior, and procedures for maintaining order.
12. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
13. Observe and evaluate children's performance, behavior, social development, and physical health.
14. Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
15. Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
16. Prepare materials and classrooms for class activities.
17. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
18. Take children to the bathroom facilities as needed. May occasionally be required to clean child or to assist with changing into fresh clothing.
19. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
20. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
21. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
22. Prepare reports on students and activities as required by administration.
23. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

24. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
25. Confer and collaborate with other staff members to plan and schedule lessons promoting learning, following approved curricula.
26. Supervise, evaluate, and plan assignments for classroom manager(s), assistants and/or other preschool personnel.
27. Attend staff meetings, and serve on committees as required.
28. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
29. Work with the superintendent to ensure that the program is meeting all licensing guidelines and standards.
30. Serve as agency representative to community meetings as assigned.
31. Plan, purchase and prepare nutritious snacks daily.
32. Conduct two Preschool Assessments for each child during the school year.
33. Keep the Superintendent informed of site issues or concerns.
34. Become familiar with resources available in the community to help families in the program.
35. Maintain a safe classroom/school environment.
36. Hiring, training and supervision of all staff and volunteers in the preschool.
37. Developing schedules, lesson plans, planning outings and field trips and obtaining consent for special activities from parents.
38. Discussing and addressing parent or staff concerns as they occur.
39. Advertising, marketing, billing and handling all accounts receivable and payable accounts or hiring staff to deal with these issues.
40. Obtains and maintains all required licenses, certifications and training hours as required.
41. Performs other related duties as assigned.

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### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.

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### **SUPERVISORY RESPONSIBILITIES**

Supervises and directs the work of preschool and afterschool staff. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or General Education Diploma (GED) and classes/degree in Early Childhood Education (ECE) required. Must be highly qualified under the reauthorized ESEA. A Bachelor's Degree in ECE or a related subject strongly preferred. Prior success working in a preschool or educational setting and/or experience supervising staff preferred.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and successfully work with staff and students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to effectively communicate verbally and in writing sufficient to express ideas, thoughts and instructions clearly to students, parents, community and staff, regardless of ethnic, racial, religious background or socio-economic status.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use accounting software, database software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel and Outlook. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment. Ability to work with a minimum of direct supervision.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is regularly required to bend, to stoop, to walk on uneven terrain, play yards and school grounds and to reach overhead, as well as sit at low tables, on small, low chairs, on the floor or on the ground, and in classrooms of various configurations for extended periods of time. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics 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.

The work environment is a standard classroom setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is

occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

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