



# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

### STATE PRESCHOOL PROGRAM DIRECTOR

#### DEFINITION

Under general supervision of the Assistant Superintendent of Instructional Services, the Program Director is responsible for assisting with the management of all functions related to the operation of the preschool centers.

#### EXAMPLE OF DUTIES

- Plans, supervises, organizes, schedules, and monitors instructional and recreational components for students attending to their individual and developmental needs which meet the District and State requirements as stated in the Coordinated Compliance Review Manual and State of California Exemplary Program Standards.
- Supervises preschool program and staff at all sites.
- Models use of a variety of techniques and strategies that enhance and develop the social, emotional, physical and cognitive development of children.
- Models use of management strategies that provide a warm, caring and stimulating environment for children.
- Communicates concerns and issues regarding individual students with parents and appropriate administration.
- Supervises use of program equipment and monitors supplies and requests replacements.
- Collects fees; maintains necessary records and documentation as required through the licensing agency, Coordinated Compliance Review and Exemplary Program Standards.
- Establishes a good working environment and working relationships, providing ongoing communication with school staff, assistants, children, parents, and community.
- Plans and implements regular staff meetings and staff development.
- Coordinates general housekeeping and material management.
- Assists in evaluating program and curriculum.
- Assures that regulations regarding health and safety are in place.
- Participates in the implementation of parent education programs.
- Administers first aid as necessary.
- Performs related duties as assigned by district personnel.

#### QUALIFICATIONS

##### Knowledge of:

- Child development, techniques of initiating, developing and conducting on-going program components
- Exemplary Program Standards
- Kindergarten curriculum and standards
- Regulations of licensing agency and State Department of Education
- Accounting and budget procedures
- Management techniques
- Personnel procedures and policies
- State licensing requirements

**Ability to:**

- Effectively organize, supervise and conduct various accounting and administrative activities
- Communicate effectively, verbally and in writing, in English and Spanish
- Maintain accurate records
- Demonstrate good judgment in situations responding to parent, staff, and community concerns and in dealing with disciplinary situations
- Establish and maintain cooperative working relationships
- Provide leadership
- Lift 25 pounds

**Training and Experience:**

Must have:

- Current First Aid Certificate, Infant/Child CPR Certificate, and 7 Hour California Childcare Health and Safety Certificate

and one of the following to qualify for this position:

- Children's Center Supervision Permit
- A credential authorizing teaching service in elementary school; and 12 units of training in ECE/CD with 6 units of Administration and at least 2 years' experience in a child care and development program.

**Physical:**

- Ability to pass required District physical.

**Employees are placed on the Sulphur Springs School District Classified Salary Schedule**