

**PRE-SCHOOL LAB SUPERVISOR GR-8**

**BASIC FUNCTION**

To supervise the daily operations of the Vocational Center's Pre-School Lab.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coordinate and supervise the daily operations of the Pre-School Lab.
- Coordinate and carry out registration, bookkeeping and record keeping functions: set up pre-school classes; update, distribute and collect registration applications; collect and record registration payments; maintain application files, emergency information files, permission slips, and similar records; prepare monthly bills and collect and record payments; maintain attendance records; and so forth.
- Provide parents with information on Pre-School programs, services, rates, schedules, policies and the like. Handle a variety of parents' requests, problems, complaints, and so forth, referring to supervisor as appropriate.
- Plan and purchase groceries and other supplies.
- Oversee and carry out daily facility maintenance tasks. Organize supplies and equipment.
- Ensure that all Pre-School staff follow established regulations, standards and guideline pertaining to the physical and emotional health and safety of the students.
- Monitor and supervise 1/3 of the childcare/human services students in the Pre-School Lab. Train new students, monitor work, assist with difficult or unusual tasks or problems. Advise program teachers/coordinators on student workers' skills and effectiveness in working with children and as a member of a staff team. Model appropriate skills for student workers.
- Substitute for teacher when absent.
- Assist with/carry out the development of appropriate work guidelines and procedures for student workers.
- Prepare written evaluation of daily team and individual performance, based on classroom observations.
- Prepare letters of recommendation for future employers.
- Monitor classroom activity at all times, determine need for intervention, resolve conflicts with preschoolers and students.
- Participate in general Human Services Program activities as assigned: transport students to externships; accompany class and teacher on field trips; perform general office/clerical duties as needed.
- Other related duties as assigned.
- 36 1/2 hours per week.

**SUPERVISION RECEIVED**

Minimal supervision is received from the Human Services Teacher.

**QUALIFICATIONS**

Minimum of two years of higher education with relevant experience working with children, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Certifiable as a pre-school teacher according to State regulations.
- Good group childcare and pre-school level teaching skills; good rapport with/enthusiasm for working with young children.
- Good basic administrative and supervisory skills.
- Appropriate first aid training.
- Ability to deal effectively with parents and teachers.
- Working knowledge of Reggio Philosophy of early childhood education.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.