



# Hawthorne School District

14120 Hawthorne Blvd., Hawthorne, CA 90250  
(310) 676-2276 FAX (310) 676-5174  
E-Mail: srose@hawthorne.k12.ca.us

## **CLASSIFIED EMPLOYMENT OPPORTUNITY**

**OPEN**

### **LAUP PRESCHOOL SITE SUPERVISOR**

**Eucalyptus and Zela Davis Schools**

**(2 POSITIONS)**

**HOURS: 7.5 HOURS/DAY**

**WORK DAYS: 176 DAYS/YEAR**

**STARTING SALARY: \$19.58/Hour (Maximum of 2 years credit for work experience in a public school district will be given)**

***Funding for position is contingent upon receipt of State Categorical Funds***

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, and provides instruction, motivation, and guidance to preschool children.
- Aids preschool children in the development of social, behavior, motor, manipulative, language development, and pre-readiness skills.
- Utilizes program goals, objectives and guidelines in developing lesson and instructional plans.
- Provides a variety of experiences in the development of language and communication skills, including children using English as a second language.
- Prepares, develops, and uses a variety of instructional aids and materials in the conduct of instructional and training processes.
- Establishes standards of child behavior and uses a variety of behavior modification, reinforcement and behavior shaping strategies in the conduct of behavior management programs.
- Instructs children in self help, cleanliness and grooming functions and activities.
- Encourages participation in singing, dance, rhythmic activities and in the use of various art and craft materials.
- Performs a variety of housekeeping functions in maintaining the facility in safe, sanitary, and orderly condition.
- Fosters cooperative social behaviors through the use of games and group projects.
- Conducts a variety of physical activities in the development of gross and fine motor skills.
- Evaluates students' growth and development and discusses progress, concerns and issues with parents.
- Performs routine first aid and seeks assistance in the event of serious injury or illness.
- May assist in cleaning and changing children who have experienced toileting accidents.
- Monitors the children's progress & development, prepares reports on the children's development, discuss progress with parents & maintains complete and accurate records.
- Be familiar with Environmental Rating Scale for preschools.
- Supervises all other staff members at the site.
- Communicates plans, goals, objectives, timelines, and procedures to administration, teachers, and parents.
- Works with Program Administrators to implement and facilitate programs.
- Coordinates assessments in terms of goals and objectives and facilitates the assessment process.
- Serves as a customer service contact for families in the preschool area including: answering questions, welcoming and other preschool communications.
- Maintains a variety of records, including registrations, permissions slips, purchasing, accidents, mandated reporting, and medical records.
- Requests any supplies needed for the preschool.
- Performs other related duties as required.

#### **QUALIFICATIONS/REQUIREMENTS:**

- ❖ One year of paid experience in an instructional capacity in a preschool or early childhood education program.
- ❖ Must possess and submit a copy of Bachelors Degree in ECE or BS/BA with a minimum of 24 ECE units, including core courses listed under the Child Development Matrix.
- ❖ Must possess and submit a copy of Child Development Site Supervisor Permit.
- ❖ Must possess and submit a copy of First Aid certificate issued by the American Red Cross, including CPR training.
- ❖ Spanish bilingual skills required.

Persons interested in applying and being interviewed for the position of LAUP Preschool Site Supervisor, must complete a **Classified Employment Application form and a Supplemental Application form** and forward these to the Hawthorne School District Human Resources Office prior to 4:30 p.m. on Thursday, July 15, 2010. Oral interviews will be scheduled thereafter. Applications may be obtained from any school Principal or by contacting the Assistant Superintendent of Human Resources, Shelley Rose, at (310) 676-2276.

*Hawthorne School District Is An Equal Opportunity - Affirmative Action - Title IX Employer*