



City of Pacific Grove
Established Date: 12/18/2013

PRE-SCHOOL MANAGER

SUMMARY: Under general supervision, provides an enriched and age-appropriate pre-school program for children; oversees program curriculum, monitors program activities, coordinates with parents, and assures safe and appropriate programs are provided for the community.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Teaches children in a classroom setting.
- Oversees and coordinates the work of teaching staff and assistants.
- Plans and coordinates curriculum and schedules for school activities, special events, and field trips.
- Sets up special equipment, classroom furniture, and outside play structures and equipment.
- Communicates with parents on programs, events, and accomplishments.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Child Development or Education; AND three years experience in pre-school programs; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Local, state and federal laws, regulations, policies, and practices governing child care programs.
- Principles and practices of early childhood education, and curriculum development.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Teaching and working with preschool age children.
- Developing age-appropriate curriculum to foster growth and development.
- Promoting a positive learning environment and good personal behavior.
- Establishing and maintaining cooperative working relationships with employees and the general public.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City recreation facilities and venues.