JOB TITLE | Preschool & Daycare Supervisor
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DIVISION/DEPARTMENT | Head of School/Licencing/AES
LOCATION | Sausalito Campus, 610 Coloma St., Sausalito, CA 94965
REPORTS TO | Campus Director & COO (for all licensing & regulation matters)
TYPE OF POSITION | Full time, Non-Exempt, open until filled

OVERVIEW

Reporting to the Primary School Campus Director, the Licensing & Day Care Supervisor, Extra-Curricular Activities Administration Assistant will coordinate all aspects of the preschool licensing program as required by the California Social Services Department. The incumbent will also oversee day care operations for K-5th grades: including coordinating employee schedules, and supervising the work of the daycare employees. Responsible for ensuring compliance, reporting, and maintaining accurate records for all enrollees and on staff attendance. Also assists the Director of After School Programs and Camps. Located in San Francisco and Sausalito, LFSF is a French Immersion, independent, co-educational, college preparatory day school of approximately 900 students in grades preK-12. For more information about our school, please visit: [www.lelycee.org](http://www.lelycee.org)

OTHER RESPONSIBILITIES

- Prepare and coordinate all necessary handbooks and training related to licencing
- Organizes the daycare PK1-PK2 under Child care Licensing
- Reviews compliance with staffing.
- Reviews pre-school and daycare procedures to be in compliance with all required Child care licensing
- Maintains students’ and employees' files in compliance with licensing regulations.
- Acts as a liaison between social services and the school.
- Prepares the annual licensing audit.
- Reports any licensing matters including audits and reports to the Chief Operating Officer.
- Review pre-school and daycare procedures to be in compliance with all required health and safety regulations.
- Supervise day care program and lunch period
- Oversee evening daycare through 6:00 pm for PK1 and PK2 students.
- Prepare invoices for day care services.

After school and camps primary responsibilities under the supervision of the Director of After School Programs and Camps
● Assure continued presence on campus when director is not present
● Assists AES Director with
  ○ All issues related to licensing
  ○ Camps/After School registration process
  ○ Maintaining digital registration system for after school activities
  ○ General questions including payment for services rendered

OTHER DUTIES AS ASSIGNED

QUALIFICATIONS

● High School Diploma or Baccalaureate or GED
● 12 core semester units early childhood education/development
● 3 semester units in Administration or Staff Relations
● 4 years teaching experience in a supervised group Child Care Center

Alternatives Qualification Paths
● A degree in child development, 3 units Administration and 2 years teaching experience
● BA degree in child development, 3 units Administration and 1 year teaching experience
● Child Development Site Supervisor Permit or Program Director Permit
● Experience in private schools or education preferred
● Experience supervising teachers and daycare assistants.
● Demonstrated ability to anticipate and take initiative.
● First aid and CPR required.
● Discretion in handling confidential information
● Proficient in word processing, google suite, ...
● Moderate physical exertion such as carrying.
● Outstanding interpersonal and communication skills, capable of handling multicultural situations; communicate effectively with children.
● Strong leadership skills
● Autonomous and able to drive projects independently
● Capacity to actively collaborate within a team with a positive mindset.
● Exceptional critical thinking and problem solving ability; ability to gather information from different sources; ability to sift through complexity and propose relevant solutions
● Structured and data-driven approach to decision-making and problem-solving with a sharp focus on metrics, outcomes and results
● Excellent verbal and written communication skills with strong customer service focus
● Excellent organizational and follow up skills with strong attention to detail
● Ability to meet time sensitive deadlines
● Ability to adapt to a changing environment
● Demonstrated ability to follow through to completion—this is an important characteristic
● Multilingual—not a must
  ○ English fluency is required
  ○ Knowledge of French language and French culture is an asset, but not required

PERSONAL SKILLS

● Communication
Adaptability & innovation
Planning, organizing, and implementing
Building strategic working relationships
Team player and collaborator
Written and verbal communication skills, creativity, and strong problem-solving skills
Professional and collaborative, detail-oriented, and able to work independently and on deadline
Strong organization and interpersonal skills
Truthful, positive, and purposeful when communicating with others
Hold self and others accountable to accomplish results
Interact with students, families, and staff with compassion, respect, and integrity

Salary is commensurate with level of education and experience.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, long term disability and retirement benefits.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

Interested candidates should send their resume and cover letter via: https://www.lelycee.org/about/jobs