



DATE: August 16, 2023

TO: Board of Education

FROM: Kerstin Kramer, Superintendent Chief Learning Officer

SUBJECT: Approve Proposed Revisions to Job Description Early Learning Site Supervisor

PRESENTED BY: Mike Shepherd, Executive Director of Human Resources

ACTION REQUESTED

Approve Proposed Revisions to Job Description Early Learning Site Supervisor

BACKGROUND INFORMATION

The Preschool Site Supervisor job description was Board approved on June 21, 2023, and is being presented to the Board with revisions.

The Early Learning Site Supervisor position job responsibilities are to plan, lead, implement, supervise staff, and participate in instructional activities for preschool children; to promote the development of cognitive, social, emotional, and motor skills; to assist in providing parent education and promoting parent involvement; and to perform a variety of duties relative to assigned areas of responsibility.

RESOURCES REQUIRED:

General Fund

PREPARED BY: HR for Mike Shepherd

Attachment: Proposed Revised Job Description