

Cecilia Mathis

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SUMMARY

Early childhood education professional with six years of progressive preschool experience across classroom instruction, family engagement, curriculum implementation, and site supervision. Current work includes observing instructional practice, reviewing **weekly lesson plans**, coaching staff, coordinating parent and staff meetings, and maintaining accurate program documentation. Head Start experience adds practical knowledge of family services, resource referrals, safety procedures, and publicly funded education programs. Holds an active **California Child Development Site Supervisor Permit**, a Bachelor of Arts in Child Development, infant and toddler coursework, **CLASS Reliability Certification**, **California Class C Driver License**, and Pediatric First Aid and CPR certification. Skilled with Microsoft Office, compliance records, child development practices, and multidisciplinary communication. Brings a steady, family centered approach that supports safe learning environments and positive outcomes for children, parents, and staff.

EXPERIENCE

Preschool Site Supervisor

July 2024 - Present

Inland Family Learning Center

Riverside, CA

Supervises daily preschool operations, instructional quality, staff coordination, family communication, records, safety practices, and program information used for planning and compliance.

- Observed **classroom instruction** and coached teachers through practical feedback, improving consistency across daily learning routines.
- Reviewed **weekly lesson plans** for **curriculum alignment** and documented clear follow up actions for teaching staff.
- Coordinated **parent meetings, staff meetings**, and program discussions around children, families, safety, and learning needs.
- Maintained accurate enrollment, attendance, safety, and compliance records for timely program review and operational planning.
- Prepared organized information supporting **goals**, objectives, budget discussions, and publicly funded preschool reporting.
- Investigated documentation exceptions, recorded resolutions, and kept stakeholders informed about time sensitive program needs

Lead Preschool Teacher

July 2022 - June 2024

Community Head Start Collaborative

Moreno Valley, CA

Led classroom instruction within a Head Start setting while supporting family services, curriculum delivery, child development documentation, staff collaboration, and safe program operations.

- Delivered developmentally appropriate preschool instruction aligned with weekly curriculum plans and individual learning needs.
- Partnered with families during meetings and referrals, connecting concerns with practical community based support.
- Maintained **child development** records and shared timely observations with teaching and family service teams.
- Supported Head Start **safety procedures** and helped resolve classroom concerns through documented communication.
- Prepared lesson materials and meeting information that helped staff coordinate consistent learning experiences.
- Accepted coaching feedback, adjusted classroom practice, and strengthened communication with families and multidisciplinary colleagues

Preschool Teacher

July 2020 - June 2022

Little Horizons Preschool

Corona, CA

Provided classroom instruction, family communication, child observation, **curriculum implementation**, and safety support for preschool children while building a strong foundation in early learning practice.

- Implemented weekly preschool lessons using **child development** principles, classroom observations, and age appropriate activities.
- Recorded child progress and shared useful observations with families and supervising educators during regular discussions.
- Built trusting family relationships through clear updates about routines, learning, behavior, and classroom participation.
- Applied **safety procedures** during classroom transitions, outdoor activities, and emergency preparation exercises.
- Organized instructional materials and classroom records so staff could locate current information quickly.
- Used supervisor feedback to refine teaching routines and respond more effectively to individual child needs

Assistant Preschool Teacher

September 2019 - June 2020

Early Learning Practicum

Redlands, CA

Supported supervised preschool instruction through classroom preparation, child observation, family friendly communication, safety routines, and hands on application of early childhood coursework.

- Prepared learning materials and classroom spaces under supervision, supporting orderly daily instruction and transitions.
- Assisted with developmentally appropriate activities that encouraged language, social growth, movement, and exploration.
- Observed children during routines and documented information for supervising teachers to review and discuss.
- Supported positive communication with families during arrival, dismissal, and classroom activities.
- Followed **health**, safety, sanitation, and emergency procedures throughout supervised preschool practicum work.
- Applied feedback from supervising educators and improved consistency across classroom support tasks

PROJECTS

Family Resource Referral Workflow 📅 2025

Created a practical referral workflow for preschool families, organizing needs, community resources, follow up notes, and communication steps in one accessible process.

Curriculum Review Record System 📅 2024

Structured weekly lesson plan review records around curriculum alignment, observation notes, coaching actions, and timely follow up for teaching teams.

LEADERSHIP & AWARDS

- CLASS Reliability Certification recognized instructional observation skill and strengthened evidence based feedback for early childhood educators.
- Head Start family services leadership supported stronger coordination among teachers, families, and community resource partners.
- Site supervision leadership maintained dependable records, meetings, safety practices, and program planning support in a publicly funded preschool setting.

EDUCATION

Bachelor's Degree in Child Development

2020

California State University, San Bernardino GPA: 0

San Bernardino, CA

Coursework: Infant and Toddler Development, Curriculum Planning, Family Engagement, Early Childhood Assessment

CERTIFICATIONS

- California Child Development Site Supervisor Permit, Active 📅 2026
- California Class C Driver License, Active 📅 2026
- CLASS Reliability Certification 📅 2025
- Pediatric First Aid and CPR 📅 2026

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Early Childhood Curriculum:** Weekly lesson plans, Curriculum alignment, Developmentally appropriate practice
- **Instructional Observation:** CLASS observation, Teacher evaluation, Coaching feedback
- **Family Services:** Parent meetings, Resource referrals, Family engagement
- **Head Start Programs:** Head Start standards, Family services, Preschool operations
- **Child Development:** Infant development, Toddler development, Preschool development
- **Safety and Health:** Safety procedures, Emergency response, Child protection
- **Program Compliance:** Compliance records, Background requirements, Participant safety
- **Program Administration:** Goals and objectives, Budget preparation, Staff meetings
- **Documentation Systems:** Attendance records, Progress records, Meeting materials

SKILLS

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|-------------------------|---------------------|---------------------|-------------------------|
| • Site supervision | • Family engagement | • Microsoft Office | • Lesson planning |
| • Home visiting support | • Resource referral | • Child development | • Program documentation |
| • Curriculum review | • Head Start | • Safety compliance | • Infant toddler care |
| • Staff coaching | • CLASS Reliability | • Parent meetings | |

PROFESSIONAL AFFILIATIONS

- Head Start family service collaboration connected classroom practice with parent support, referrals, and child development goals.
- Early childhood educator collaboration encouraged shared planning, practical coaching, and consistent support for young children and families.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST