



EARLY CHILDHOOD EDUCATION SUPERVISOR

Qualifications:

1. At a minimum hold a supervisor certificate
2. Hold a Master's degree from an accredited institution (College or University)
3. Have a minimum of five years teaching/administrative experience
4. Have excellent administrative and/or teaching experience and work with students
5. Demonstrate excellent organizational skills and the ability to motivate people
6. Have excellent integrity and demonstrate good moral character and initiative
7. Demonstrate knowledge and understanding of early childhood curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
10. Demonstrate the ability to utilize technology appropriately and effectively in this position as well as assist teachers with the use of technology
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Reports to: Elementary School Principal

Supervises: Master Teacher, Teachers, and Para Professionals

Job Goal: Supports the development, organization, implementation, coordination, and evaluation of early childhood instructional programs to ensure that all students meet and exceed the Preschool Teaching and Learning Expectations – Standards of Quality and/or State Core Curriculum Content Standards. Achieving excellence requires that the Supervisor works collaboratively to nurture members of the staff and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

Duties and Responsibilities:

1. Assist in the supervision and evaluation process of teachers.
2. Provide in-service training for early childhood education providers, teachers, and parents.
3. Provide systematic and adequate program oversight of preschool programs.
4. Assist in the development and implementation of a performance-based system for measuring and assessing skills and knowledge of the early childhood population.
5. Provide leadership, coordination, and participation in the development of curriculum and the implementation of instructional strategies, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
6. Collect and analyze data regarding the achievement of students and other pertinent information affecting the design and implementation of services and programs using the information to assess results with providers and staff.

7. Encourage the development and use of developmentally appropriate materials by the professional staff.
8. Ensure coordination of services and articulation between early childhood and elementary levels (PreK-3) of the instructional program by developing a transition process and by communicating frequently with administration on a regular basis.
9. Develop a transition process which extends the early childhood experiences into the elementary school program.
10. Represent the school and district at community, State, and professional meetings.
11. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: April 28, 2015
Amended: September 18, 2018