

## EARLY CHILDHOOD PROGRAMS SUPERVISOR

### JOB SUMMARY

Under general direction of the Director, Special Education and Pupil Services or designated Coordinators, plans, organizes, and supervises the district's Early Childhood Programs, such as First 5 School Readiness and JumpStart! programs at designated school sites. Interviews, selects, trains, supervises, and evaluates the performance of assigned staff. Develops, plans and implements program and staff development. Oversees program operations, including record keeping, budget management, staffing needs and other special programs for multiple locations. Works with the site principal to ensure the program operates efficiently and successfully.

### TYPICAL DUTIES

Plans, organizes, and supervises all areas related to the district's Early Childhood programs at multiple school sites. Interviews, selects, trains, supervises, and evaluates the performance of classified staff. Monitors enrollment to identify staffing needs. Plans, schedules and coordinates work and assignments to maintain required adult-to-student ratios and/or program effectiveness. Implements procedures to ensure program quality including ongoing staff development. Supports Early Childhood staff assigned to preschool programs in planning and designing activities to meet the goals of the program and provides resources, supplies and support for such activities. Ensures the Program's established behavior management program is in place and implemented consistently at all sites. Ensures implementation of district procedures in order to address all required health needs of students, including medication and emergency procedures. Establishes and maintains necessary files, inventories, collection fees, and records. Prepares, maintains, and submits program budget, including income and expenditures. Authorizes expenditures subject to District directives. Compiles data and prepares statistical and operational reports. Serves as liaison to parent advisory groups, meets with site principal as necessary and explains program to parents and community. Acts as second-level for parent complaints and prepares written communication to parents. May monitor process for enrollment of special needs students and ensures staff are properly trained and necessary equipment is available to meet the student needs. May act as backup or supervise children in the absence of the Program Lead or other program staff. May assist with tutorial and/or remedial activities with individuals or small groups. May assist parents participating in family literacy programs. Performs a variety of tasks incidental to the operation of the program including preparation of materials, maintenance of facilities in a clean, orderly, and safe condition. Performs other related duties as assigned.

### JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent. Completion of at least at least fifteen (15) semester units in Early Childhood Education, three (3) of the required units must be in administration or staff relations, and twelve (12) of the required units in child growth and development; child, family and community; and program/curriculum. Five or more years of teaching experience in an early childhood education setting with at least one year of experience that includes staff and program supervision. An associate's degree in Early Childhood Education, Child Development or related field is preferred. Child Development Associate Teacher Permit, Child Development Teacher Permit or Child Development Master Teacher Permit also qualifies. Possession of a certificate of proficiency in CPR and First Aid, issued by American Red Cross or American Heart Association or an approved agency. Access to an automobile to travel to numerous locations throughout the course of work day.

**Knowledge of:** Principles and techniques of supervision, training, instruction and staffing. Theory and practice of early childhood education and curriculum, classroom environment, concepts of child growth and development, and behavior characteristics. Requirements for maintaining a children's center in a safe, clean, and orderly condition. Behavior management and motivation techniques. Health and safety practices and procedures. Age appropriate activities for children. Developmental needs of children including specialized health care and other special needs children. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

**Ability to:** Interview, select, train, supervise and evaluate the performance of assigned personnel. Supervise the day-to-day operation of the Early Childhood programs at multiple school sites. Read, interpret, apply and explain rules, regulations, policies and procedures. Prioritize, plan and schedule work to meet daily and project deadlines. Work independently with minimal supervision. Identify staffing needs and maintain a staffing pattern to meet required ratios and student safety. Develop program enhancements and maintain program quality. Interact with children and others that demonstrates a respectful, understanding, warm and receptive attitude. Support district directives, make sound, independent judgments and take quick and effective action as necessary. Provide a positive example to staff through personal appearance, grooming, and language patterns. Operate standard office equipment including computers and a variety of standard office software. Establish and maintain record keeping systems, files, and budgets. Understand and follow oral and written directions. Communicate effectively orally and in writing. Perform accurate mathematical computations. Establish and maintain effective relationships with those contacted in the course of work. Work confidentially with discretion. Maintain up-to-date certificates in CPR and First Aid.

**LICENSE** Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**PHYSICAL ABILITY** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand and walk for extended periods of time; possess dexterity of hands and fingers to handle or feel objects, tools, or controls; speak and hear to exchange information in person or on the telephone; and distinguish odors. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; lift and/or move objects or children.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to hear and understand speech at normal levels. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination certifying this ability. Employee must pass a pre-employment drug screen.

**WORKING CONDITIONS** Indoor and outdoor environment. Driving a vehicle to conduct work.