



JOB DESCRIPTION – Supervisor of Early Childhood Programs

JOB GOAL:

To coordinate, facilitate, and supervise Early Childhood Education Programs. Ensure programs promote high expectations for students and staff, as well as provide a safe and collaborative environment that is conducive to learning.

QUALIFICATIONS:

1. Bachelor's Degree from an accredited educational institution.
2. Certification in Early Childhood Education.
3. Have a minimum of five (5) years of successful early childhood teaching experience with other related supervisory duties.
4. Have a working knowledge of Early Childhood Legislation.
5. Appropriate State of Florida professional certification as required and applicable.
6. Must provide written references upon request from the Superintendent.

REPORTS TO:

Director of Exceptional Student Education

SUPERVISES:

Secretary / Program Assistant
Teachers, Early Childhood
Teacher Aides, Early Childhood
Other Staff as Assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of current trends and research in all areas of early childhood education.
2. Knowledge of federal, state, and local issues related to early childhood education curriculum, instructional techniques, rules, regulations, statutes, and policies.
3. Knowledge of and ability to use student database systems related to the position.
4. Ability to provide consultation/advice to teachers, parents, principals, District staff, and School Readiness Coalition members on early childhood education programs procedures, rules, regulations, and laws.
5. Ability to organize and conduct meetings, to provide conflict resolutions, to communicate, plan, and disseminate precise information on technical issues related to early childhood education.
6. Working knowledge of PreK ESE programs and IEP development.
7. Ability to supervise staff of Early Childhood Programs.
8. Ability to negotiate and maintain program contracts, MOAs etc. to include but not limited to VPK, Early Head Start, Head Start, School Readiness, Teen Parent, etc.
9. Ability to procure and manage grants supporting early childcare programs.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct and coordinate the curriculum, planning, and implementation of the Early Childhood Programs.
2. Provide leadership and direction for the planning, implementation, evaluation, and reporting of Early Childhood student services grants and projects.
3. Implement/monitor procedures for screening and evaluation as needed for Early Childhood Programs.
4. Complete developmental evaluations for eligibility.
5. Develop, write, submit, and monitor all Pre-Kindergarten projects.
6. Serve as school-based administrator of county-wide Pre-Kindergarten programs.
7. Assist in the development and implementation of the School Readiness Plan to ensure effective and efficient delivery of health services, evaluation services, social work services and other related services.
8. Direct and coordinate program planning to involve District and school personnel, community representatives, and students when appropriate.
9. Assist in maintaining appropriate coordination between Exceptional Student Education Programs, student services programs, and others.
10. Schedule/coordinate IEP meetings for Early Childhood Programs.
11. Monitor Early Childhood Program teachers who are writing and implementing IEPs, as well as review of them before submission and finalization.
12. Keep informed concerning current trends in early childhood education.
13. Assist in the development of administrative guidelines and policies for student services and special programs around early childhood.
14. Assist in the development, implementation, and evaluation of staff development for assigned programs.
15. Prepare all required reports and maintain all appropriate records.
16. Develop, implement, and oversee monitoring procedures.
17. Perform other duties assigned by the supervisor.

Inter/Intra Agency Communication Delivery

18. Establish/maintain a working relationship with community/governmental agencies such as TATS (Tech. Assist. & Training System), Off. of Early Learning, Early Learning Coalition of the Big Bend, and Early Steps.
19. Supervise the coordination of appropriate Child Find, interagency and intervention services for all eligible children aged three to five years.
20. Serve as liaison with the Florida Department of Education in matters related to Early Childhood Education.
21. Collaborate with various health agencies in the community, both public and private, in implementing the health services offered to students in the public schools.
22. Coordinate and interpret District rules / policies and state laws and rules pertaining to Early Childhood Education and discipline, guidance, health services, attendance and other areas assigned.
23. Serve as a resource person to interpret Early Childhood Programs to school personnel and the community.
24. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.

Systemic Functions

25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
26. Assist in projecting FTE and personnel needs for Early Childhood programs.
27. Assist in the recruitment, recommendation and supervision of Early Childhood Education personnel and assess the need for additional personnel.
28. Work with the Supervisor to ensure that budgets are utilized to promote the Early Childhood program.
29. Travel between sites to monitor and supervise program staff.
30. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- 31. Provide leadership and direction for the planning, implementation, and evaluation of Early Childhood Programs.
- 32. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 33. Use appropriate interpersonal styles and methods to guide individuals and groups in assigned programs.
- 34. Model and maintain high standards of professional conduct.
- 35. Contribute to District planning activities, including setting goals and objectives and use of resources.

OTHER DUTIES & RESPONSIBILITIES:

- 1. Be clean, neat, and professionally dressed.
- 2. Consistent regular punctual attendance; timely completion of assigned duties, working assigned contract and extended days; use sick and personal leave appropriately.
- 3. Maintain proper care and safe use of district equipment and property.
- 4. Participate in required professional development as assigned or approved for professional job growth.
- 5. Familiar with, and incorporate, the use of technology as job responsibilities require.
- 6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

- 1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
- 2. Medium to heavy work depending on the particular assignment.
- 3. Sit, stand, and walk for required periods of time.
- 4. Reach/handle objects.

TERMS OF EMPLOYMENT:

- 1. Salary and benefits shall be paid consistent with District’s approved compensation plan.
- 2. Length of the work year and hours of employment shall be those established by the District.
- 3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

- 1. Possible exposure to a variety of childhood and adult illnesses.
- 2. Possible occasional exposure to a variety of weather conditions.
- 3. Exposure to heated and air-conditioned ventilated facilities.
- 4. Possible exposure to buildings in which a variety of chemicals are used for cleaning or operation of equipment.
- 5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

_____	_____	_____
Employee’s Name (Print)	Employee’s Signature	Date
_____	_____	_____
Supervisor’s Name (Print)	Supervisor’s Signature	Date

SCHOOL BOARD APPROVED: April 12, 2022