

EARLY CHILDHOOD EDUCATION SUPERVISOR

General Statement of Duties

Performs responsible supervisory and administrative work and guides professional teaching staff in Head Start preschool education facilities.

Distinguishing Features of the Class

An employee in this class technically and administratively operates one or more Head Start center(s). Work primarily consists of supervising the implementation of developmentally appropriate educational assessment and teaching activities in the classrooms in accordance with federal Head Start Performance Standards and other applicable directives, state licensing regulations and accrediting organizations. Work also includes classroom technical assistance, technical review and consultation on child needs to ensure the appropriateness of plans and progress; supervising and promoting staff morale; maintaining overall security and maintenance of the operating facility; supporting parents and coordinating transportation. Work also includes extensive public contact and coordination with intra-agency components to ensure that line staff deliver comprehensive integrated services to children and families. Work requires an understanding of and ability to implement Head Start Program Performance Standards, professional educational practices, theories and techniques, demonstrated leadership, supervisory and team work skills and agency policy and procedures. Work also requires considerable tact, diplomacy and judgment.

Duties subject the employee to indoor and outdoor environmental conditions including human body fluids that require compliance with the OSHA Blood-Borne pathogens regulations. Work is largely accomplished using team-based approaches and occurs under the general supervision of the Program Manager or Department Director. The Work is evaluated through observation, conferences, goal achievement and Significant Incidents that demonstrate job quality, quantity, timeliness and results.

Behavioral Indicators of Organizational Principles

An Employee in this class, routinely and regularly, behaves in a manner that is consistent with and promotes both the letter and the spirit of the Agency's organizational principles:

- Teamwork – participate responsibly, solve problems, accept and support decisions
- Communication – listen responsibly, exhibit a spirit of openness, share relevant information in a timely and accurate manner, meet the organization's needs
- Quality – be professional and accountable, exceed standards, provide excellent service, strive to satisfy customers
- Respect – recognize boundaries, value diversity, behave in a direct and nonjudgmental manner

Duties and Responsibilities

Essential Duties and Tasks

- Provides technical guidance, professional development mentoring and administrative supervision to professional and para-professional teaching staff to ensure that enrolled children receive high-quality, best-practice and developmentally appropriate educational services.
- Oversees and ensures occurrence of regular/routine center operations, including food service, opening and closing and child transportation.
- Reports, plans and coordinates routine facility maintenance and repair, including but not limited to office and building systems equipment and interior and exterior building shell.
- Reviews individual student screenings and ongoing developmental assessments, classroom lesson plans and children's progress reports; conducts classroom observations of staff and children; provides consultation and technical assistance on educational issues with children and families; completes and submits all educational related and routine staff reports.
- Meets with staff and parents to resolve problems and emergencies; may seek consultation from various program managers on medical, health, social, mental health, behavior or educational problems or incidents.
- Ensures that all OSHA safety rules and regulations are followed, including evacuation safety.
- Serves as an emergency backup Teacher.
- Requisitions teaching materials, equipment and supplies; administers inventory of materials and equipment.
- Represents Head Start on community boards and committees.
- Provides content-expert peer-to-peer training, support and assistance.
- Helps to recruit children and their families.
- Provides on-the-job training for staff and volunteers.

Additional Duties

- May provide transportation as emergency driver.
- Related activities.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Considerable knowledge of theories, practices and techniques of early childhood growth and development, and techniques for teaching preschool children.
- Considerable knowledge of federal and state education and child care requirements and community resources and intervention for children and their families.
- Considerable knowledge of and skill in team work and quality management.
- Working knowledge of OSHA and transportation safety and health requirements.
- Working knowledge of computers and Office Word and Excel.
- Demonstrated ability to lead others and supervise direct reports using Agency Principles.
- Ability to analyze, determine options and arrive at effective solutions for problems and daily operations concerns.

- Ability to act decisively and exercise sound judgment in emergencies.
- Ability to cooperate with others and work in teams with colleagues and community representatives.
- Ability to set, develop and successfully implement short and long range goals
- Ability to organize and implement programs and activities through line staff and in collaboration with others.
- Ability to establish and maintain effective working relationships with agency leaders, direct-reports, partners, community representatives, customers and volunteers.
- Demonstrated Ability to express ideas, concepts and plans effectively orally and in writing.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pulling, pushing, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to observe behaviors, prepare data and reports, operate a computer and read extensively.

Minimum Education and Experience

Graduation from a regionally or CHEA accredited college or university with a four year degree in Early Childhood Education or Child Development. Also requires at least two years of related experience with center-based preschool operations and the ability to qualify for Level III Child Care Administrative Credential.

Also requires, at least, three years of administrative, supervisory and training experience; or an equivalent combination of education and experience.

Preferred Education

Graduation from a regionally or CHEA accredited college or university with BK Teacher License, a Level III Child Care Administrative Credential & experience in Head Start.

Special Requirements

- Must possess a valid North Carolina Driver license.
- Must pass a physical examination, criminal background investigation and an annual TB Tine Test or equivalent.

Community Action Opportunities

June 2019

Special Note: This generic class description provides an overview of the job class, essential job functions and requirements. However, differences may occur for each position assigned to this class