



## JOB DESCRIPTION

### Early Childhood Services Supervisor

<b>Reports to:</b>	Coordinator of Early Childhood Services	<b>Employment Group</b>	Classified Management
<b>Dept:</b>	Early Childhood Services	<b>FLSA:</b>	Exempt
<b>Annual Work days</b>	196	<b>Formal Review Date: Board Approval Date:</b>	3/20/23 4/03/23

### PRIMARY FUNCTIONS

Under the supervision and direction of the Coordinator of Early Childhood Services, the Early Childhood Services Supervisor is responsible for the supervision, training, and support of assigned staff and other associated duties that meet the needs of the children in early childhood programs.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Supervises and evaluates the performance of assigned classified personnel.
- Recommends transfers, reassignment, and disciplinary actions of assigned staff.
- Implements components of the early childhood service program in accordance with district policies, licensing, and other applicable regulations.
- Assigns employee duties and reviews work to assure compliance with established standards, requirements, and procedures; assures employee understanding of established requirements.
- Creates a safe and appropriate environment for students and staff.
- Develops work schedules and assigns responsibilities to staff.
- Ensures required ratios are maintained.
- Develops and maintains a plan for an initial and continuous relationship between program and parents.
- Leads staff in involving parents in classroom and other activities.
- Assists with assigned committees including attending meetings, making presentations, and coordinating parent education activities as assigned.
- Prepares, maintains, and monitors records and reports required monthly and yearly.
- Supervises staff in establishing smooth transactions to the program and from Preschool to the public schools.

- Plans and facilitates regular staff meetings for classified staff.
- Assists with program evaluation and planning.
- Assists in implementing all program components.
- Prepares licensing application and works with Department of Social Service staff on licensing issues.
- Models appropriate communication techniques and technology use.
- Provides consultation to faculty, staff, parents, school districts, outside agencies and the public concerning related programs or services.
- Serve as a liaison between administrators, personnel, outside organizations, local and State agencies, and the public.
- Resolve related issues and conflicts in a timely and appropriate manner; refer faculty, students, and staff to instructional resources as appropriate.
- Assist in the development and implementation of standards, policies, and procedures to enhance the educational effectiveness and operational efficiency of programs and services.
- Prepare, present, and distribute a variety of reports, documents, correspondence and materials as needed.
- Maintain current knowledge of educational methods, practices and standards related to assigned instructional areas and related laws, codes, regulations, policies and procedures.
- Other duties and responsibilities consistent to the primary functions may be assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- High School Diploma or equivalent
- BS/BA in Child Development preferred
- California Child Development Site Supervisor's Permit and 6 units in Administration/supervision in Early Childhood Programs
- A minimum of three (3) years of successful experience in a preschool setting

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.
- Current CPR/First Aid certification

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Federal laws, California education code, and board policy related to overall school operations, public employment, and the rights and responsibilities of students and community partners.

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- Research-based instructional best practices/activities/strategies which promote appropriate student conduct and motivation for student learning.
  - Principles, practices, procedures, rules, codes, regulations, techniques, and strategies of the District and assigned areas of instruction.
  - Current trends and research concerning the growth and development of children.
  - Basic concepts of child growth and development, and developmental behavior characteristics.
  - Employee supervision techniques.

**Skills and Abilities to:**

- Speak, read, and write in English fluently at a professional level.
- Write reports and business correspondences.
- Establish and maintain ongoing cooperative and collaborative relationships with school district staff, key public agencies, advisory groups, auxiliary organizations, and other community partners.
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting early childhood education at a local, state, and national level.
- Read, analyze and interpret assessment data, professional periodicals, professional journals, technical procedures, or governmental regulations/codes/policies.
- Effectively present information and respond to questions from teachers, students, families, and the public as necessary in a professional setting.
- Interpret and create a variety of instructions furnished in written, oral, diagram or schedule form.
- Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
- Learn various computer operations and software required for the position.
- Apply knowledge of current research and theory in area of specialty.
- Accomplish assigned tasks in a collaborative manner.
- Work with a minimum of supervision.
- Apply interpersonal skills using tact, patience and courtesy.
- Analyze situations and plan corrective actions.
- Adapt to changes in daily responsibilities.
- Maintain accurate records and reports.
- Read, interpret, and apply rules and procedures.
- Maintain possession of a valid California Driver License.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds to waist height. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class..

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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***Employee Signature***

\_\_\_\_\_  
***Date***

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***Name Printed***