

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**SUPERVISORS – EDUCATIONAL
1776 Supervisor of Early Childhood**

Page 1 of 6

REVISED

JOB TITLE: SUPERVISOR OF EARLY CHILDHOOD

REPORTS TO: Director of Early Childhood Education

SUPERVISES: Teachers

NATURE AND SCOPE OF JOB:

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.

QUALIFICATIONS:

The Supervisor of Early Childhood shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.A.C 6:11-9.3 and 9.6).
2. Hold a Masters degree from an accredited institution (College or University).
3. Have a minimum five years teaching/administrative experience.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent administrative and/or teaching experience and work with students.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. 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.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISORS – EDUCATIONAL 1776 Supervisor of Early Childhood

Page 2 of 6

9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance.
4. Official college transcripts.
5. Employment interview.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**SUPERVISORS – EDUCATIONAL
1776 Supervisor of Early Childhood**

Page 3 of 6

EMPLOYMENT TERMS:

The Supervisor of Early Childhood shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Early Childhood shall:

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 for district-based and community-based providers of preschool programs. Work with center directors, district program directors/supervisors and early childhood educators/principals/vice principals to evaluate programs and practices.
4. Assess the implementation of the Preschool Teaching and Learning Expectations – Standards of Quality and the Core Curriculum Content Standards in order to provide high quality early childhood programs
5. Assist in the development and implementation of a performance-based system for measuring and assessing skills and knowledge of the early childhood population. Regularly communicate results to center directors, district program directors/supervisors and early childhood staff/principals/vice principals, and parents.
6. Work with center directors, district program directors/supervisors and early childhood staff/principals/vice principals to ensure that curriculum is aligned to the Preschool Teaching and Learning Expectations: Standards of Quality (2004), linked to the NJCCCS, and is articulated and implemented between preschool and kindergarten programs to ensure a seamless transition to kindergarten

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISORS – EDUCATIONAL 1776 Supervisor of Early Childhood

Page 4 of 6

7. .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.
8. 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 assessment results with providers and staff.
9. Encourage the development and use of developmentally appropriate materials by the professional staff
10. 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 district directors/supervisors and principals/vice principals on a regular basis.
11. Develop an articulation process which extends the early childhood experiences into the elementary school program
12. Performs such other tasks as may be assigned by the Superintendent, Assistant Superintendent, or Director of Early Childhood.
13. Ensure that the library media services are effectively used and support the instructional program.
14. Follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
15. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
16. Attend required staff meetings and serve, as appropriate, on staff committees.
17. Represent the school and district at community, State, and professional meetings.
18. Continue to grow professionally through collaboration with colleagues and professional growth experiences.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**SUPERVISORS – EDUCATIONAL
1776 Supervisor of Early Childhood**

Page 5 of 6

19. Summarize, interpret, and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
20. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
21. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
22. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and the Collective Bargaining Agreement for teachers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISORS – EDUCATIONAL
1776 Supervisor of Early Childhood

Page 6 of 6

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Early Childhood shall evaluate the Supervisor of Early Childhood Education in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2; this Job Description and such other criteria as shall be established by the Board of Education.


Approved

7-1-2014
Date