

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**SUPERVISOR - EDUCATION**  
**1793 – Supervisor of Early Childhood**  
**/ Community and Parent Involvement**  
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**JOB TITLE:** **SUPERVISOR OF EARLY CHILDHOOD/COMMUNITY AND PARENT INVOLVEMENT**

**REPORTS TO:** Director of Early Childhood Education and the Assistant Superintendent of Early Childhood and Special Programs

**SUPERVISES:** Teachers and Family Outreach Social Workers

### **NATURE AND SCOPE OF JOB:**

The Supervisor of Early Childhood/Community and Parent Involvement supports the development, organization, implementation, coordination, and evaluation of Early Childhood instructional programs as well as community and family involvement, to ensure that all students meet and exceed the Preschool Teaching and Learning Standards 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/Community and Parent Involvement 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 Master's degree from an accredited institution (College or University).
3. Have a minimum five years of teaching/administrative experience.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have working knowledge of New Jersey legislation and code relating to school and community relations.
6. Have excellent administrative and/or teaching experience and work with students.
7. Demonstrate excellent organizational skills and the ability to motivate people.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. 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.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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12. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
13. 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.
14. 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.
15. 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.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. 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 as outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources, or provide copies of recent evaluations of teaching and/or administrative performance.
4. Official college transcripts.
5. Employment interview.

#### **EMPLOYMENT TERMS:**

The Supervisor of Early Childhood/Community and Parent Involvement 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.).

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### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor of Early Childhood/Community and Parent Involvement shall:

1. Cooperatively support preschool centers and building administrators in establishing and implementing effective parent and community involvement programs.
2. Work in conjunction with Family Workers and Social Workers to:
  - Ensure that there are multiple opportunities for families to be involved,
  - Assure services to families in need,
  - Facilitate the Preschool Intervention and Referral meeting process.
3. Serve as a family resource person to all professional preschool personnel.
4. Lead The Parent Advisory Council and the Transition to Kindergarten Committee.
5. Assist in coordinating district-wide parental activities throughout the year.
6. Articulate the needs of families and devise training programs for families and staff.
7. Work with the Early Childhood Advisory Council to research and analyze effective public information strategies for preschool recruitment.
8. Facilitate the Early Childhood and Advisory Council to ensure appropriate and diverse community representation within regular meetings, and to advise administration on the preschool program relative to council feedback.
9. Develop and facilitate the administration of programs and activities relevant to Early Childhood Education.
10. Provide in-service training to Family Workers, early childhood education providers, teachers, and parents.
11. Assist in the supervision and evaluation process of teachers.
12. Provide systematic and adequate program oversight for district-based and community-based providers of preschool programs. Work with center directors/supervisors and early childhood educators/principals/vice principals to evaluate programs and practices pertinent to Early Childhood Best Practices.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. 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.
15. 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.
16. Ensure coordination of services and articulation between early childhood and elementary levels (Pre-K-3) of the instructional program by developing a transition

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- process and by communicating frequently with district directors/supervisors and principals/vice principals on a regular basis.
17. Lead the Transition Committee to ensure a smooth transition from preschool to kindergarten.
  18. Develop an articulation process which extends the early childhood experiences into the elementary school program.
  19. Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Director or Assistant Superintendent.
  20. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
  21. Attend required staff meetings and serve, as appropriate, on staff committees.
  22. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
  23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
  24. 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.
  25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulation and procedures. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director or Assistant Superintendent and not otherwise prohibited by law or regulation.

#### **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.

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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.

### **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.

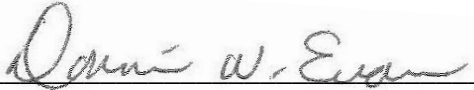
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### **EVALUATION:**

The Director of Early Childhood and/or Assistant Superintendent of Early Childhood and Special Programs 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.

  
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Approved

11-18-2013  
\_\_\_\_\_  
Date