



EARLY EDUCATION PROGRAM SUPERVISOR

DEFINITION

Under general direction the Early Education Program Supervisor is responsible for managing the day-to-day operations of the District's Early Education classified preschool programs, supervising, planning, organizing, and coordinating early childhood education activities in accordance with established laws and procedures as well as assisting with the administration and oversight of a program budget and budgeted expenditures.

DISTINGUISHING CHARACTERISTICS

While the Program Supervisor is responsible for managing the day-to-day operations, it is differentiated from the Administrator, Early & Expanded Learning, in that the Administrator has overall responsibility for the District's Early Education programs, as well as oversees the funds for their support; develops and administers program budgets; plans, organizes, and directs the District's Early Education Programs, including the supervision of the Early Education Program Supervisor, office staff, certificated teachers.

SUPERVISION RECEIVED AND EXERCISED

The Program Supervisor receives supervision and reports directly to the Administrator, Early & Expanded Learning or other assigned administrator. The Program Supervisor provides direction to and supervises Early Learning Educators and Early Learning Assistants and other classified personnel as assigned to support the program.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

- Supervises operations and assists in designing, planning, and directing the activities of the District's classified preschool education program in accordance with established licensing regulations and early education content standards;
- Provides program with operational leadership designed to support the optimum growth and development of children ages three (3) months to five (5) years, with the overall goal of preparing each child for kindergarten success;
- Assists in planning and directing registration process at assigned centers; maintains enrollment year round in collaboration with the Family Enrollment Specialist; assists in maintenance of early education records on all children assigned to the program; maintains up-to-date and accurate records of each child's attendance;
- Ensures quality educational services by observing classrooms, providing feedback, resources and guidance to staff;
- Under the direction of the Administrator, Early & Expanded Learning, empowers and assists staff in solving problems and developing strategies to work as effective classroom teams;
- Supervises and schedules the work of assigned personnel; motivates staff and evaluates the work performance of assigned personnel;
- Oversees staffing and operational implementation of the early education classified program in accordance with established laws and licensing requirements;
- Arranges for substitutes as needed, or may substitute as necessary.
- Assists in the establishment and maintenance of an active public relations program to promote

and communicate the activities and benefits of the District's preschool program; provides positive contact with parents; creates involvement opportunities for parents;

- Assists in establishing and conducting regular meetings with the parent advisory committee.
- Validates classified time cards, monitors time, attendance, and leave requests for supervised employees; confers with staff as needed regarding regular and punctual attendance;
- Recognizes and shares staffs' accomplishments and fosters positive staff morale; provides appropriate feedback and support to enhance job performance;
- Holds regular meetings with assigned staff members, attends meetings and programs as directed or required, and participates in professional growth activities;
- Travels to school sites and other locations as directed, and works closely with other program and school district personnel;
- Monitors emergency procedures to ensure the safety of children and the maintenance, cleanliness, and order of program areas;
- Provides first-aid and cares for ill or injured students as needed;
- Assists in the development of the Early Education Program budget, developing and providing appropriate reports;
- Monitors program expenditures as well as equipment and supply inventories;
- May assist in the preparation of grant applications for funding early education programs;
- Performs other related duties as required or assigned.

QUALIFICATIONS

Knowledge of:

- Rules and regulations applicable to the operations of the Early Education Program, including familiarity with the provisions of Title 5 (Education Code), the provisions of Title 22 (California Health and Safety Code) and the Americans with Disabilities Act;
- Daily practice of operating an early childhood (preschool) program;
- Principles of growth and development of young children;
- Appropriate early education practices for students with exceptional needs and disabilities;
- Objectives and operating techniques for successfully caring for and providing beneficial activities for preschool aged children;
- Basic principles of business and accounting, including budget preparation and expenditure controls;
- Strong skills in public relations and meeting the varied needs of families;
- Clear and accurate recordkeeping and reporting procedures and practices.
- Principles and practices of good supervision and staff training;
- Strong interpersonal skills, including the use of tact, patience, and courtesy.

Ability to:

- Plan, organize, direct, and coordinate an early education program for the optimum growth and development of children;
- Prepare and administer a program budget;
- Learn quickly and adjust to changing conditions;
- Write effectively and prepare and present clear, concise reports;
- Motivate and direct the activities of others;
- Interpret provisions of law, rules, regulations, and district policies and to communicate them to staff, other agencies, and the general public;
- Establish and maintain cooperative and effective working relationships;

- Generate parental interest in the District's Early Education Program;
- Travel between school sites and other locations in the performance of assigned duties and responsibilities;
- Learn and administer first-aid and CPR procedures;
- Work independently with minimal supervision and direction;
- Prioritize and identify needs and solve problems independently as appropriate while keeping appropriate administrators informed;
- Maintain confidentiality and discretion;
- Learn to work effectively in a multicultural setting and be willing to work with children requiring various levels of support including children with disabilities.

Education & Experience:

Any combination equivalent to:

Education: A Bachelor's degree from an accredited or approved college or university with a major emphasis in education or early childhood education, including a minimum of twenty-four (24) college semester units in early childhood education or child development; having an additional three (3) college semester units in preschool administration and three (3) units in infant education.

Experience: Three (3) years of recent experience in supervising or operating a preschool or elementary education program, including one (1) year of recent experience in supervising or leading the work of others.

Licenses & Other Requirements:

- A Child Development Supervisor Permit or Administrative Credential issued by the California Commission on Teacher Credentialing, or currently qualified to receive such a permit or credential;
- Certification of 8-hours of CPR-AED & First Aid training and of Preventive Health & Safety with Nutrition & Lead Poisoning Prevention training within thirty (30) days of employment in this classification.

WORKING ENVIRONMENT

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Environment: While performing the duties of this management position employees are subject to constant interruption, are often under severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. While the noise level in an office environment is usually quiet, a school site/child care environment may be somewhat louder. While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The ability to travel between sites and make site visitations as well as attend off-site meetings is required.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as stooping,

kneeling, crouching, bending, and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty-five (25) pounds may be required with a need to occasionally lift and/or move objects weighing up to sixty 60 pounds. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, personal contact and formal/informal presentations. Specific vision abilities to read, analyze and review a variety of complex materials are also required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

BPSD Board Approval

First Read: 06/09/2025

Approved: TBD