JOB DESCRIPTION
Campbell County School District
PRE-K SUPERVISOR

JOB SUMMARY

The Pre-K Supervisor will be responsible for management and oversight of the Campbell County Schools Pre K program.

QUALIFICATIONS

- Current valid educator license with endorsement in Administration and Supervision
- Minimum of Master's degree in education
- Strong written, verbal, interpersonal, and technology skills to successfully fulfill the responsibilities of the job
- Strong growth mindset of high expectations and growth for ALL students.
- Evidence of use of collaboration and data to improve instruction and student achievement.

ESSENTIAL DUTIES

- Prepare annual budget
- Manage Pre-K budget
- Provides leadership for Pre-K programs and uses knowledge of the Pre-K Standards to monitor program implementation and alignment.
- Works with principals, teachers, and support staff of Pre-K to build and ensure effective program implementation.
- Plans and leads staff development activities for professional and support staff.
- Develops and implements parent outreach programs.
- Collaborates with federal, state, and local agencies that focus on early childhood and pre-K initiatives.
- Performs related duties consistent with the scope and intent of the position.

MARGINAL DUTIES

- Adaptability to performing a variety of duties, often changing from one task to another.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with students.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
- Possess strong writing, speaking, and human relations skills.
- Ability to lead and work well with diverse teacher groups.
- Strong work ethic.
- Demonstrates a strong grasp of state curriculum.
- Demonstrate personal characteristics expected of all Campbell County Schools employees.

- Demonstrate English proficiency in oral and written English.
- Complete required annual trainings via the designated Training Management System each year by the established due date.
- Routinely review your Campbell County Schools system email.
- Report absence information in a timely manner.

I acknowledge that I have read the job description for Pre-K Supervisor

Name: _____

Signature: _____

Date: _____