

Supervisor of Early Childhood Education
New Hanover County Schools

Job Description

Class: Administrative
Division: Office of the Superintendent
Dept: Early Childhood Education

TITLE: Supervisor of Early Childhood Education

QUALIFICATIONS:

1. Master's degree in Administration or N.C. Administrator's Certificate.
2. Seven or more years of experience in school or federal program administration, N.C. teacher license, early childhood/elementary experience preferred.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Executive Director of School Support

JOB GOAL: To direct the administration of the Early Childhood Programs and ensure all federal, state and local guidelines are followed for the New Hanover County school system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to Early Childhood Program issues.
2. Establish and maintain the Early Childhood Programs and provide administrative leadership to assure adherence to all program guidelines.
3. Serve as program manager of Pre-K programs and NC Pre-K grants, responsible for system compliance for all grant requirements; provide administration of program budgets and monitoring.
4. Observe, evaluate and initiate improvements in the service for three/four year old students and provide leadership to staff.
5. Prepare grant applications to receive federal/state funds to implement programs; monitor grant expenditures, ensure programs are implemented within federal/state rules and regulations.
6. Monitor and keep records of funds allocated to the Local Educational Agency; authorize the purchase of materials, supplies and equipment.
7. Work collaboratively with Instructional Services to provide training opportunities for teachers and to support classroom instruction.

8. Work with parents, families and local agencies to assist in locating and providing high quality early childhood programs; design and implement the application and selection process for eligible early childhood students.
9. Collect and analyze student, teacher and school data to monitor and evaluate the early childhood programs.
10. Attend local and state meetings to remain current with childcare regulations and curriculum development for early childhood programs.
11. Solve job-related problems and improve organizational effectiveness; assist in creating an environment that emphasizes commitment to service.
12. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
13. Perform other duties and responsibilities as requested by the Executive Director of Schools, the Chief Academic Officer, and Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, families and central office staff.
- Thorough knowledge of federal, state and local policies and procedures regarding early learners.
- Knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Considerable knowledge of the current literature, trends and developments in the field of early childhood education.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.