

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Early Childhood Program Supervisor	<b>Department:</b> Community Education	<b>Unit:</b> Program Supervisor-Instructional
<b>Immediate Supervisor:</b> Director of Community Education	<b>Grade Placement:</b>	<b>FLSA Status:</b> Exempt

#### Job Summary:

Under the direction of the Director of Community Education, the Early Childhood Family Educator Program Supervisor is responsible for planning, supervising and overseeing the operations and staff engaged in providing learning and engagement opportunities to children ages birth to 5 years of age. Duties include overseeing the programs of parent/child classes and events; parent education; preschool programming; kindergarten transition activities; and early childhood screening programs and outreach/publicity efforts associated with programs.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership in the planning, development and implementation of curriculum, assessment processes and use of data, instructional strategies, and the evaluation of learning environments for children birth to 5 years of age and their parents involved in parent education (e.g. home based or center based) services and programs.
2. Supervises, recruits, screens and hires licensed and non-licensed staff. Provides training, in-service opportunities and mentoring to staff. Plans for the professional development of all program staff.
3. Develops, recommends and administers an annual budget. Monitors program expenditures and revenues. Coordinates and oversees the billing, collection and deposits from fees, state aid/levy, and grant monies. Approves purchases of materials, supplies and equipment for program operations.
4. Collaborates and works closely with county social services, public health, head start programs, child care providers and other community education staff to better address the needs of program participants and support transitions to other community resources.
5. Conducts formal and informal needs assessments to meet state requirements and to determine community needs to design and implement programs/services by realigning funding, determining appropriate fees or grant funding. Seeks input from the Early Childhood Advisory Council in assessing the current status and future growth needs of the program.
6. Develops promotional, informational, and marketing materials for the program including brochures, handbooks, catalogs, flyers, social media and outreach materials and agenda to promoted targeted areas and the public.
7. Develops and implements and monitors registration processes and the collection of data for state and district reporting requirements.
8. Formulates site procedures and practices to ensure a safe environment for learning. Assigns rooms/spaces to programs and staff. Monitors building usage, problems and issues. Follows district procedures and reporting requirements for various activities in the building. Makes recommendation concerning building expenditures and

improvements.

9. Serves as a member of the Community Education Management Team, District Leadership Team and Early Childhood Advisory Council, Community Education Advisory Council, and other district, local, county or state committees, as appropriate.
10. Performs other duties of a comparable level or type, as required.
  - Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
  - Keeps abreast of changing developments, trends, instructional and educational technologies.
  - Maintains and collects data for district and state reporting.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	ECFE Teachers	3
2	Parent Educators	2
3	Preschool Teachers	7
4	Instructional Assistants-ECFE and Preschool	8
5	Preschool Screeners	8
6	Office Professionals	3
<b>TOTAL</b>		<b>31</b>
<b>INDIRECT SUPERVISION:</b>		
Nurse/Health Aides /Custodians		<b>Total: 4</b>
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Requires a valid MN Driver’s License or evidence of equivalent mobility; MN teaching license and licensure in ECFE, Parent Education and/or Pre-Kindergarten Education.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Skilled in developing, implementing and evaluating early childhood and family education programs and services.</li> <li>• Skilled in promoting and marketing the programs and delivery of early education and family education programming to the community.</li> <li>• Skilled in planning, budgeting for administering the fiscal and operational requirements of educational programming and services.</li> <li>• Supervising, leading, delegating, evaluating the activities of a wide range of professional and support staff personnel.</li> <li>• Preparing, recommending and monitoring the budget for assigned program areas.</li> <li>• Identifying and seeking out resources available in the community, private organizations or governmental agencies that can be used to improve and enhance the services provided by and through the early childhood center.</li> <li>• Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services.</li> <li>• Promoting, advertising and engaging in public relations activities to promote the programs and services of the early childhood center.</li> <li>• Developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with district staff,</li> </ul>	



	<p>community members, advisory council members, district managers, and representatives of other agency's or organizations.</p> <ul style="list-style-type: none"> <li>• Performing public relations activities and working with citizens and the public in problem solving and in addressing their concerns and issues within the policies and procedures of the department and the district.</li> </ul>
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**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
less than high school diploma			Bachelor's Degree
High school diploma or GED.			Major field of study or degree emphasis: Education, Early Childhood or Parent Education, Pre-Kindergarten Education.
1 year college		2 years college	
3 years college	x	4 years college	
1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
2nd year graduate level			
			<ul style="list-style-type: none"> <li>• Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming.</li> <li>• Knowledge of teaching principles, practices, techniques and approaches.</li> <li>• Knowledge of child/parent development theories and development stages and needs particularly infant and toddlers, and child psychology.</li> <li>• Knowledge of district administrative policies and procedures (e.g. budgeting, personnel, purchasing, etc.).</li> <li>• Fundamentals of supervision, management and program assessment.</li> <li>• Collaboration and problem-solving skills.</li> <li>• Knowledge of current trends, theories and technologies pertaining to learning environments and modalities.</li> <li>• Knowledge of the fundamentals of family systems, structure and functions.</li> <li>• Knowledge of the basic fundamentals, issues and trends pertaining to child health, nutrition and safety.</li> <li>• Knowledge of group processes and group facilitation techniques.</li> <li>• Knowledge of marketing strategies and approaches.</li> <li>• Laws, rules or regulations pertaining to early childhood field.</li> </ul>

**Required Work Experience in Addition to Formal Education/Training:**  
Requires 5 years prior experience in early childhood, parent education or preschool education and services and 2 years experience in coordinating/administering preferred.

<b>PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)</b>									
<b>Amount of Time Spent</b>					<b>Amount of Time Spent</b>				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs			x	
Walk		x			Up to 25 lbs		x		
Sit			x		Up to 50 lbs	x			
Use hands to finger, handle or feel			x		Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**  
**Light Work:**  
 Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b>          Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.</p>
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## SECTION IV: DISTRICT MISSION AND CORE VALUES

<b>OUR MISSION</b>	<i><b>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</b></i>
<b>CORE VALUES</b>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<b>MISSION OUTCOMES</b>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<b>STRATEGIES</b>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<b>STRATEGIC DELIMITERS</b>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

## SECTION V: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

**Classification History:**

Created classification description 6/2016 BCC