

# Community Education and Recreation Services

# Community Education Supervisor - Early Childhood

Dept/Div: *Community Education and Recreation Services*

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult professional work providing leadership for birth to 5 year old programming, evaluating staff and programs according to community and district needs, collaborating with county, state or other agencies to maximize the benefits to students, and related work as apparent or assigned. Work is performed under the general direction of the Director of Community Education and Recreation. Programming oversight is exercised over all personnel within the team.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Evaluates and observes early childhood staff and programs.

Interacts with parents, staff and students at sites, events and community.

Assists with parent and/or staff concerns about students; handles program communications.

Manages program development according to community and district needs.

Designs classes, manages the allocation of classes per location.

Participates and plans staff meetings and child study meetings with staff input.

Participates in collaborative work group meetings; implements collaborative projects.

Plans, approves expenditures and administers budgets for early childhood and family education, school readiness and pre-school.

Plans and facilitates staff development activities with program representatives.

Assists with writing the building improvement plan; organizes building improvement plan with program staff development activities.

Collects and organizes programming and classroom data to present reports to staff, families or administrators.

Participates in the positive marketing of programming within the community.

Plans, supervises and participates in student, parent & community activities designed to meet the needs of families with pre-school age children.

Performs other duties as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of the practices, methods and techniques used in early childhood development; thorough knowledge of health, safety and first aid practices; thorough knowledge of practices, methods and techniques used in classroom teaching; thorough knowledge of standard education evaluation parameters; general knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routines and procedures; thorough knowledge of school policies and regulations; thorough knowledge of business English, spelling and arithmetic; thorough skill in oral and written communication; thorough skill using personal computers and related software packages, hardware and peripheral equipment; thorough skill using or completing student learning plans and reporting features; some skill using standard accounting software; some skill using standard attendance software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to organize and perform work independently; ability to type accurately and at a reasonable rate of speed; ability to meet the public effectively; ability to maintain confidential files and information; ability to establish and maintain effective working relationships with students, parents and associates.

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## Education and Experience

Master's degree in educational leadership, early childhood education, or related field and considerable experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Minnesota Administrative License.

Minnesota Early Childhood Supervisor License.

Minnesota Early Childhood Pre-k Teaching License.

Last Revised: 7/1/2010