



Openings as of 12/14/2018

Early Childhood Program Supervisor

JobID: 3457

Position Type:

Administration/Program Supervisor

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Date Posted:

12/7/2018

Location:

Lifelong Learning Center

Date Available:

03/08/2019

Closing Date:

01/09/2019

Application Procedure: To be considered for this vacancy, applicant must complete the on-line application process and indicate interest in this specific job number.

Duty Days Per Year: 225

Hours Per Day: 8

Salary: \$90,327-\$94,530 according to the [Instructional Program Supervisors](#) Work Agreement

Supervisor of Position: Director of Community Education

Qualifications:

Bachelor's Degree in Education, Early Childhood or Parent Education, Pre-Kindergarten Education

MN teaching license and licensure in ECFE, Parent Education and/or Pre-Kindergarten Education

Requires 5 years prior experience in early childhood, parent education or preschool education and services and 2 years experience in administering/coordination preferred.

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.

Summary of Duties:

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, 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.

Essential Skills:

- Skilled in developing, implementing and evaluating early childhood and family education programs and services.
- Skilled in promoting and marketing the programs and delivery of early education and family education programming to the community.
- Skilled in planning, budgeting for administering the fiscal and operational requirements of educational programming and services.
- Supervising, leading, delegating, evaluating the activities of a wide range of professional and support staff personnel.
- Preparing, recommending and monitoring the budget for assigned program areas.
- 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.
- Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services.
- Promoting, advertising and engaging in public relations activities to promote the

programs and services of the early childhood center.

- Developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with district staff, community members, advisory council members, district managers, and representatives of other agency's or organizations.
- 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.

Essential Knowledge:

- Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming.
- Knowledge of teaching principles, practices, techniques and approaches.
- Knowledge of child/parent development theories and development stages and needs particularly infant and toddlers, and child psychology.
- Knowledge of district administrative policies and procedures (e.g. budgeting, personnel, purchasing, etc.).
- Fundamentals of supervision, management and program assessment.
- Collaboration and problem-solving skills.
- Knowledge of current trends, theories and technologies pertaining to learning environments and modalities.
- Knowledge of the fundamentals of family systems, structure and functions.
- Knowledge of the basic fundamentals, issues and trends pertaining to child health, nutrition and safety.
- Knowledge of group processes and group facilitation techniques.
- Knowledge of marketing strategies and approaches.
- Laws, rules or regulations pertaining to early childhood field.

View full job description at www.isd15.org

Posting closing date: Jan. 9, 2019

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