

SECTION I: GENERAL INFORMATION

Position Title: <i>ECFE Supervisor</i>	Department: <i>Community Education</i>
Reports to: <i>Early Childhood Coordinator</i>	FLSA Status: <i>Exempt</i>
Classification:	Bargaining/Work Unit: <i>Community Education Coordinators</i>
Position Last Updated: <i>06/2019</i>	Next Position Description Update:

SECTION II: JOB SUMMARY

Responsible for providing leadership and representation of early childhood family education (ECFE) programs for the Hopkins Public Schools.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage ECFE and Home Visiting programs and services to meet the identified needs of parents and children (birth to age 6).
- Recruit, hire, supervise, and evaluate staff for early childhood family education programs (ECFE), including certified teachers, assistants, and clerical staff.
- Recruit members and maintain effective Early Childhood Advisory Committee, facilitate meetings and participate in events.
- Manage creation of EC catalog twice yearly.
- Implement early childhood family education (ECFE) policies and procedures, including program promotion and registration.
- Manage substitute needs for teachers and classroom assistants. Step in as a substitute when necessary.
- Supervise Sibling Care Supervisor; hire and facilitate staffing of sibling care for classes and events.
- Develop, organize and attend outreach events scheduled throughout the school year, including Vehicle Fair, Bridge, Early Entrance, Baby Showers, National Night Out, Mainstreet Days, Fun in the Sun.
- Support the development of outreach programs and partnerships with community organizations.
- Work with EC coordinator to manage ECFE budget.
- Ensure program curriculum is in keeping with program and district philosophy and goals, and with ECFE mission of parent education.
- Provide leadership for early childhood family education staff (ECFE), including conducting regular meetings, providing staff development opportunities, and evaluating staff and programs.
- Participate in district staff development meetings as well as district and community partnership meetings.

- Collaborate with Early Childhood Special Education on inclusion practices and itinerant ECSE services.
- Assume other tasks and responsibilities as requested by the Early Childhood Coordinator.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current research and best practices in Early Childhood and Family Education.
- Strong communication, human relations, time management, and organizational skills.
- Effective decision-making, problem solving, and group facilitation skills.
- Skill in developing programs to meet changing needs.
- Ability to hire, train, supervise, and evaluate staff.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- College degree and certified teaching licensure in Early Childhood Education or Parent Education

SECTION VI: EXPERIENCE REQUIREMENTS

- Minimum 2 years experience with Early Childhood Family Education (ECFE) program

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	O	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	F		O
Talking in person/on the phone	F	Up to 75 pounds	O	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O		F	Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)		Varying weather conditions	N
Distinguishing smell	N		F	Sight	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	C
Traveling by automobile	F			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O