Position Title: ECFE Supervisor

Department: Community Education

Reports to: Early Childhood Coordinator

FLSA Status: Exempt

Classification: Bargaining/Work Unit: Community Education Coordinators

Position Last Updated: 06/2019

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

<table>
<thead>
<tr>
<th>Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)</th>
<th>Demands</th>
<th>Demands</th>
<th>Exposure to Environ. Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical</strong></td>
<td>Lifting/Carrying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>O</td>
<td>Up to 10 pounds</td>
<td>O</td>
</tr>
<tr>
<td>Walking</td>
<td>F</td>
<td>Up to 25 pounds</td>
<td>O</td>
</tr>
<tr>
<td>Sitting</td>
<td>C</td>
<td>Up to 50 pounds</td>
<td>F</td>
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<tr>
<td>Talking in person/on the phone</td>
<td>F</td>
<td>Up to 75 pounds</td>
<td>O</td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td>O</td>
<td>Up to 100 pounds</td>
<td>N</td>
</tr>
<tr>
<td>Hearing</td>
<td>C</td>
<td>More than 100 pounds</td>
<td>N</td>
</tr>
<tr>
<td>Feeling, grasping, finger dexterity</td>
<td>O</td>
<td>Noise Levels</td>
<td></td>
</tr>
<tr>
<td>Climbing, balancing</td>
<td>O</td>
<td>Quiet (i.e. private office)</td>
<td>O</td>
</tr>
<tr>
<td>Stooping (bend at waist)</td>
<td>O</td>
<td>Fumes</td>
<td>N</td>
</tr>
<tr>
<td>Crouching, crawling, kneeling, squatting</td>
<td>O</td>
<td>Moderate noise (i.e. business office with typewriters/ printers, light traffic)</td>
<td>F</td>
</tr>
<tr>
<td>Stretching/reaching with hands &amp; arms</td>
<td>O</td>
<td>Loud noise (i.e. many children laughing &amp; playing, large earth moving equipment)</td>
<td>F</td>
</tr>
<tr>
<td>Distinguishing smell</td>
<td>N</td>
<td>Very loud noise (i.e. jack hammer, front row rock concert)</td>
<td>N</td>
</tr>
<tr>
<td>Distinguishing temperature</td>
<td>O</td>
<td></td>
<td></td>
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<tr>
<td>Traveling by automobile</td>
<td>F</td>
<td></td>
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</tr>
</tbody>
</table>

**Noise Levels**

- Explosives
- Fumes
- Moderate noise (i.e. business office with typewriters/ printers, light traffic)
- Loud noise (i.e. many children laughing & playing, large earth moving equipment)
- Very loud noise (i.e. jack hammer, front row rock concert)

**Sight**

- Vision for close work/ability to adjust focus
- Looking at computer monitor
- Color vision (identify & distinguish colors)
- Peripheral, depth perception

**Exposure to Environ. Conditions**

- Possible exposure to blood-borne pathogens through blood and/or body fluids
- Toxic chemicals
- Moving parts
- Electrical shock risk