

## Preschool Education Supervisor

### Job Description

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Department:	Head Start
Reports To:	Preschool Assistant Director
FLSA Status:	Non Exempt - \$21.02 - \$25.12 p/h – DOE

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### Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

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### Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families, children and staff. The Education Supervisor is positive, open to receive and provide constructive feedback.
- Demonstrate adaptability by embracing change as an opportunity for improvement, not as a barrier. The Education Supervisor is flexible, open to new working methods and is taking continuous initiatives to adapt to Denise Louie's fast-paced environment.
- Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation. Takes the initiative to identify and address opportunities for professional development.
- Maintain positive, compassionate and respectful working relationships with families and employees from a diverse cultural background.
- Demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. The individual is reliable, meeting both individual and agency goals on time.
- Display respect by communicating with staff, families and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives and support children on their individual growth plans.
- Demonstrate a passion for the community served, and the mission and values of Denise Louie. The individual will work with heart and dedication to support the families, allowing children to grow and reach their highest potential.
- Proactively seek new opportunities to learn and develop new skill-sets in response to a changing environment. Committed to learn new things and becoming knowledgeable in the field to meet the needs of families and children.

## Skills, Competencies, and Experience

- BA or above in Early Childhood Education or related field.
- At least three years of recent experience working with families and children.
- Prior experience in a setting providing health or social services to diverse communities.
- Able to model research based classroom management and individualized behavior interventions.
- Ability to work collaboratively with others and facilitate groups to consensus.
- Ability to collect, aggregate and report on data to guide the program and agency decision-making process for continual quality improvement.
- Computer proficiency.
- Excellent oral and written communication skills.
- Ability to effectively engage in the problem-solving process.
- Able to remain calm and supportive when faced with challenging behavior.
- Able to lift and potentially carry a child weighing up to 50 pounds.
- Able to routinely kneel, bend, crouch and sit on the floor for extended periods of time.
- Bilingual in a language as spoken by our community preferred.

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## General Description of Duties

The Education Supervisor will provide supervision of education staff to ensure children have a high quality preschool experience (at center) and all licensing, Federal, State and City requirements are being implemented.

## Accountabilities

### **Monitoring and Supervision**

- Supervises and assists the center staff to ensure a high quality preschool experience. Observes classrooms regularly, provides appropriate feedback, coaching and early childhood education guidance to the staff.
- Schedule regular weekly meetings with supervisees to monitor licensing, city, state and federal, and program requirements are being implemented deadlines are met; develop professional development based upon data and monitoring goals; provide teaming and individual guidance/training.
- Ensures the center meets or exceeds all licensing requirements. Maintains staff files to meet licensing requirements.
- Recognizes and shares teacher's accomplishments and foster a positive working climate within the center.
- Assists education staff in the identification of resources to support professional development needs, including training, activities, and community services.
- Monitor time, attendance and leave request of supervised employees. Confer with staff as needed, regarding regular and punctual attendance. Establish and maintain work schedules that meet program standards, licensing, and labor laws.
- Support teachers in the collection and input of child outcomes data.
- Supervise and approve the use of site classroom budgets. All items must be consistent with program philosophy and policies to ensure consistency with program philosophy and policies.
- Identify needed materials, equipment and supplies to enable staff to complete their job responsibilities.
- Provide recommendations on Educational Policies.