

Early Childhood Education Supervisor (Birth to Five)

Job Description

Department:	Child Development/ Education – Birth to Five – Mercy Magnuson, Seattle
Reports To:	Child Development Director
FLSA Status:	Exempt - \$24.00 p/h - \$28.00 p/h – Depending on Education and Experience

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.

Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families, children (ages birth to five) 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 ages birth to five 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 ages birth to five 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 ages birth to five.

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 from birth to five.
- Two years supervisory experience.
- Prior experience in a setting providing education, 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.

- Demonstrate flexibility and ability to work across sites as needed. Actively find positive solutions when faced with challenges.
 - 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 Early Childhood Education Supervisor will provide supervision of education staff to ensure children, ages birth to five, have a high quality preschool experience, at our Mercy Magnuson 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. Complete monthly observation of classrooms. Collect data on classrooms using Creative Curriculum to Fidelity. Regularly provides appropriate feedback, modeling and early childhood education guidance to the staff.
- Schedule regular periodic meetings with supervisees to monitor licensing, city, state and federal, and program requirements are being implemented deadlines are met.
- Develop professional development goals with teaching staff based upon data and monitoring; provide teaming and individual guidance/training.
- Complete evaluations for new employees within 90 calendar days of employment. Meet with staff mid-year to review Professional Development plan and to discuss and document strengths and possible performance concerns or improvements needed
- 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.
- Review all Child Master files and database to ensure all documentation is complete and accurate.
- Monitor all assessments and documentation to ensure all are completed within deadlines to meet program requirements.
- Create daily schedules to provide full coverage of classrooms during breaks or absences.
- Provide coverage in classroom as needed.
- Meet with Supervisor for individual supervision and support. Initiating professional development opportunities.
- Provide weekly updates and reminders to all Education staff.
- 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.
- Provide recommendations on Educational Policies.
- Coordinate with family service team, coach, health supervisor, child development/special needs manager and enrollment team to provide seamless services for children, age birth to five, and families.
- Other duties as assigned.

Encourage and Support Parent Involvement

- Provide leadership and guidance for education staff in the development and implementation of parent classroom meetings and “End of the Year Celebrations”.
- Ensure that the center environment is welcoming to families at all times
- Provide support in childcare staffing for parent events.

Planning and Operations/ Other duties

- Participate in identifying qualified candidates and recruitment of teaching staff. Training new staff in Education policies and procedures.
- Lead effort in annual and continuous effective and optimal staffing for individual classroom.
- Ensure Center polices practices are compliant with all funder’s performance standards and all applicable federal, state, local and licensing rules and regulations.
- Act as reporting agent for suspected cases of child abuse and neglect. Follow established program child abuse and neglect procedures to assure compliance and support as needed.

Physical Demands and Work Environment

While performing the duties of this job, the Early Childhood Education Supervisor is regularly required to walk, stand, balance, sit for prolonged periods, speak clearly, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is regularly required to use fingers, hands, and arms to manipulate and shuffle documents, use writing instruments, and type on a keyboard. Must be in good general health and demonstrate emotional stability.