

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

SUPERVISOR OF EARLY CHILDHOOD

- QUALIFICATIONS:**
1. New Jersey Standard Principal and/or Supervisor's certificate or certificate of eligibility, required
 2. New Jersey Standard Elementary or P-3 certificate or certificate of eligibility, required.
 2. Supervisory/Leadership experience preferred
 3. Preschool teaching experience preferred
 4. Knowledge of State Regulations as they pertain to Early Childhood Programs and Community Providers
 5. A minimum of three (5) years successful teaching experience
 6. Proficient with computer applications, including but not limited to Microsoft Office, spreadsheet, and data base programs
 7. Exceptional organizational skills and ability to work successfully in a team model
 8. Strong interpersonal skills
 9. Ability to promote positive internal and external stakeholder relation

REPORTS TO: Chief Academic Officer

Job Goal

To coordinate the District's efforts in implementing the preschool curriculum to sustain quality program in compliance with the state regulations. To provide oversight of preschool curriculum and support effective and efficient transition to the kindergarten. Provide job-embedded professional development in preschool and kindergarten classes to promote high quality instructional and to comply with the New Jersey Department of Education mandates

PERFORMANCE RESPONSIBILITIES:

1. Develops, implements, analyses, interprets and communicates the student and classroom assessment data to the administration, school staff, the Board and the public
2. Supports Early Childhood staff and kindergarten teachers in their daily case loads and professional development offerings
3. Assists in the articulation among Early Childhood staff members and kindergarten teachers
4. Evaluates on an ongoing basis the implementation of the preschool curriculum and assessments

5. Coordinates the scoring and reviewing of the instructional assessment to monitor quality in all classroom settings
6. Plans and conducts in-services to enrich provider or indistrict preschool and kindergarten staff in program and assessment areas
7. Assists in the development, implementation and evaluation of long range planning for the preschool program and services as it pertains to compliance and instructional quality
8. Serves as a consultant to the preschool and kindergarten staff in developing and implementing curriculum and assessment
9. Articulates with indistrict and provider site preschool staff and parents
10. Assists in conducting occasional research of district preschool and kindergarten student assessment data and provides pertinent reports
11. Assist in the organization of professional development for all staff in the Office of Early Childhood, teachers at all provider sites, and kindergarten classrooms
12. Prepares reports as directed
13. Observes and evaluates provisional teachers
14. Assist the Early Childhood office Grow the NJ Kids initiative.
15. Assists in the supervision of all Early Childhood Program staff
16. Works to support staff, parents and community providers to develop programs to meet instructional needs of preschool students
17. Any and all other duties as directed by the Chief Academic Officer.

TERMS OF

EMPLOYMENT: Twelve (12) month position

BARGAINING UNIT: Administrators -TASA

SALARY: In accordance with TASA Salary Guide

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions on the Board's policy on evaluation of teacher personnel.

BOARD APPROVAL: 6/22/15

Board Approved
October 26, 2015