



## BECKER PUBLIC SCHOOLS JOB DESCRIPTION

**Job Title:** Early Education Site Supervisor

**Revision Date:** August, 2025

**Last Classification Review:** August, 2025

**Exempt Status:** Non-Exempt

**Department:** Community Education

**Reports To:** Director of Community Education

### **Job Summary:**

Under the direction of the Community Education Director, the Early Education Site Supervisor is responsible for the daily on-site operations and administrative support of early education and school-age programs, including ECFE, School Readiness, Small Wonders, Early Childhood Screening, and Camp Opportunity. This position provides leadership and supervision of site staff, ensures high-quality programming for children birth through grade 5, and maintains effective communication with families, staff, and school personnel. The Site Supervisor also assists with secretarial and clerical functions to ensure efficient program operations and compliance with district and state requirements.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

### **Supervisory Responsibilities:**

*Direct Supervision:*

*Indirect Supervision:* Camp Opportunity Staff, Early Education Paraprofessionals, Volunteers

### **Essential Duties and Responsibilities:**

- Provide daily leadership for early childhood and school-age programming, ensuring safe, engaging, and developmentally appropriate environments.
- Supervise, support, and delegate responsibilities to site staff, providing feedback and guidance to ensure quality programming.
- Lead and oversee activities including academic readiness, recreation, arts and crafts, enrichment, social experiences, and family engagement opportunities.
- Assist staff with curriculum, activity planning, and scheduling.
- Maintain accurate attendance, safety, and incident reports.
- Monitor all program spaces to ensure safety protocols are followed and environments are hazard-free.
- Administer First Aid and CPR as needed, in accordance with training and district policy.
- Enforce program policies, behavior expectations, licensing requirements, and state/federal guidelines.
- Ensure programs comply with Minnesota Department of Education (MDE) requirements for ECFE, School Readiness, and screenings.

- Serve as a primary contact for families, providing updates, addressing questions, and resolving concerns.
- Collaborate with school staff to coordinate facility use and foster strong relationships.
- Communicate promptly with the Coordinators regarding significant behavioral, safety, or operational issues.
- Support parent communication through newsletters, notices, and outreach materials.
- Assist with program registration, enrollment, billing communication, and fee collection.
- Maintain student files and program records in compliance with district and MDE requirements.
- Prepare correspondence, forms, reports, and promotional materials as directed.
- Manage site supplies and submit requests as needed.
- Assist the Coordinators with scheduling staff, trainings, screenings, and professional development events.
- Attend required staff meetings, trainings, and professional development sessions.
- Stay current on best practices in early education and school-age care.
- Participate in special projects such as grant documentation, marketing initiatives, and parent aware rating processes.
- Perform other comparable duties as assigned by the Camp Opportunity Coordinator, Early Education Coordinator, or Director of Community Education.

#### **Minimum Qualifications:**

- High School Diploma or equivalent required; Associate's Degree in Early Childhood Education, Child Development, Community Education, or related field preferred.
- Two (2) years of experience in early education, preschool, or school-age programming.
- Previous supervisory or lead experience preferred.
- Certification in First Aid and CPR upon hire or within six (6) months.
- Valid Minnesota driver's license.

#### **Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:**

- Knowledge of early childhood development, preschool readiness, and school-age childcare best practices.
- Strong organizational and clerical skills; ability to maintain accurate records and follow procedures.
- Ability to plan, organize, and lead engaging activities for diverse groups of children.
- Strong interpersonal and communication skills with children, parents, and staff.
- Ability to supervise, coach, and support staff effectively.
- Ability to handle confidential information with discretion.
- Skills in conflict management and problem-solving.
- Proficiency with Microsoft Office and district student/program management systems.

**Work Environment:**

- Work performed primarily in school and childcare settings.
- May be exposed to noise, outdoor weather conditions, and varying activity levels.

**Physical Job Requirements:**

Employee is continuously required to talk and hear; frequently uses hands to finger, handle or feel; regularly sits, walks, stands, reaches with hands and arms, stoops, kneels and/or crouches. Exerting up to 50 pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*