

## **CHISAGO LAKES AREA SCHOOLS**

**TITLE:** Early Childhood Education Supervisor

**CLASSIFICATIONS:** Community Education

**REPORTS TO:** Director of Community Education

**JOB PURPOSE:** The Early Childhood Education Supervisor will be responsible for overseeing the Little Wildcat preschool program, Early Childhood Family Education programming and preschool screening services for the district.

### **QUALIFICATIONS:**

1. Ability to supervise staff.
2. Experience in program administration.
3. Bachelor's degree in early childhood education, youth development or related field
4. Ability to adapt and fulfill job responsibilities with minimal supervision.
5. Ability to communicate information clearly and concisely, both written and orally.
6. Ability to provide a high level of customer service.
7. Ability to establish and maintain effective communication and relationships.
8. Ability to research, analyze, and evaluate financial data relevant to programming.
9. Ability to work with other school personnel when implementing programs.
10. Highly organized, with attention to details and the ability to efficiently multitask and manage competing priorities and deadlines for multiple programs and projects.
11. Ability to cooperatively work with outside agencies in setting up appropriate programs.
12. Experience utilizing registration software preferred.
13. Other duties as assigned by the Community Education Director.

### **Key Responsibilities:**

#### **Program Development and Implementation:**

- Developing and implementing early childhood programs, curriculum, and activities.
- Ensuring programs align with developmental principles and best practices.
- Coordinating and facilitating early childhood programming at various locations.

- Ability to seek, write and implement grant funding relevant to the programs overseen

### **Staff Management and Support:**

- Supervising, mentoring, and evaluating early childhood staff.
- Providing professional development opportunities for staff.
- Ensuring staff adherence to policies, procedures, and licensing requirements.

### **Program Evaluation and Improvement:**

- Monitoring program operations and addressing issues or concerns.
- Conducting program assessments and evaluations.
- Implementing continuous quality improvement efforts.

### **Community Engagement and Outreach:**

- Collaborating with community partners and stakeholders.
- Building relationships with families and providing support.
- Promoting programs and resources to the community.

### **Record Keeping and Reporting:**

- Maintaining accurate program records and data.
- Preparing reports and analyzing data to inform program decisions.

### **Essential Skills and Knowledge:**

- Strong knowledge of early childhood development principles and practices.
- Experience in curriculum development and implementation.
- Excellent communication, interpersonal, and leadership skills.
- Ability to work collaboratively with diverse stakeholders.
- Proficiency in program evaluation and data analysis.
- Knowledge of relevant licensing regulations and guidelines.
- Valid Early Childhood license, or the ability to obtain.