



REVISED: 07/17/2019  
Submitted: 07/16/2019

JOB TITLE:	SUPERVISOR EARLY CHILDHOOD SCHOOL READINESS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, Grade 8
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4188
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the area of early childhood education and development, monitoring and implementation of early childhood programs or activities; surveys system wide needs in area of early childhood and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists the Child Development and Education Specialist in short-range and long-range planning as assigned

Researches past and current practices in the area of early childhood education and integrates research in all areas of responsibility

Supervises and directs the work of early childhood committees and task forces as assigned

Works cooperatively with designated coordinator and staff development personnel to provide in service training in the area of early childhood

Provide leadership to the coordination of professional learning communities, projects, programs, and activities in early childhood programs

Creates, implements, and maintains plans and activities for children transitioning into early childhood programs and for those transitioning to kindergarten

Provides technical assistance to early childhood staff

Prepares and/or assists in preparation or reports, records and other documentation as required

Assures compliance with local, state and federal regulations and procedures related to early childhood

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Assures compliance with Board Goals and Administrative Objectives related to early childhood

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky teaching certificate

Three (3) years successful experience in the early childhood field and/or early elementary field

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration

Successful leadership experience
Experience in a diverse workplace