



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SUPERVISOR EARLY CHILDHOOD STUDENT PLACEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, Grade 8
WORK YEAR:	AS ASSIGNED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8011
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes direct responsibility for the overall administration, supervision, coordination, and organization of eligibility, recruitment, selection, enrollment and attendance functions in order to assure adherence to the Kentucky State Funded Preschool eligibility guidelines and JCPS Tuition Based Programs. Provides leadership for the Early Childhood Programs through contact with families of the children served creating great impact on JCPS Early Childhood. Position requires a variety of standard practices and procedures and routine supervision.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and oversees the application process for all Early Childhood Programs including monitoring the eligibility determination process for compliance with federal and state guidelines

Selects and places children in all Early Childhood programs according to their eligibility under the program criteria

Monitors, tracks, follows-up, and analyzes enrollment data for student placement; monthly monitoring of program attendance to ensure compliance with federal and state guidelines

Analyzes community assessment information and facilitate planning efforts to determine program options, recruitment efforts and enrollment guidelines for early childhood programs.

Provides leadership for the coordination, recruitment projects, program or activity and evaluates staff as assigned

Develops, establishes or administers project, program or activity

Serves as liaison with other units, departments, parents or outside agencies as required

Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity

Prepares and/or assists in preparation or reports, records and other documentation as required; accumulates and researches data, documents and other pertinent information as required

Prepares and delivers training as required for all assigned staff

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

#### PHYSICAL DEMANDS

The work is primarily sedentary. 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
Bachelor's Degree
Four (4) years of successful experience in placement of students
Three (3) years of successful leadership experience
Three (3) years of previous supervision experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree or higher
Experience in a diverse workplace