

# Education Supervisor



**Department:** Early Care and Education

**FLSA Status:** Non-Exempt

**Reports to:** Education and Inclusion Manager

**Date:** April 2018

---

## Position Summary:

The Education Supervisor is responsible for the fidelity of educational services for children from ages 6 weeks to 5 years. This includes the monitoring, coaching, and supervision of teaching staff, monitoring of lesson plans and implementation, learning environments, teacher, child, and family relationships, and student outcomes.

## Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lead teachers in acquisition and maintenance of Paths To Quality (PTQ) levels
- Build collaborative relationships with teachers to assess needs, set goals, and create action plans
- Monitor classroom lesson plans, interactions, and practices, using support strategies to teach, refine, or improve practices
- Demonstrate teaching practices that promote teacher understanding
- Maintain and model professionalism through respectful feedback and confidential interactions
- Analyze data to determine needs and progress of students, teachers, classrooms, and programs
- Apply knowledge of the Office of Head Start's frameworks: Effective Everyday Practice, Child Development and Early Learning
- Identify community resources that enhance educational offerings
- Ensure teaching staff have the resources, training, and supervision needed to optimize their performance
- Complete monthly reports, documentation, and Family Newsletters
- Ensure compliance with Bauer Policies, State Licensing, and Head Start Program Performance Standards
- Attend staff meetings, monthly Professional Development Days, quarterly All-Agency meetings, and annual Pre-Service

## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

## Education/Certification/Licensure:

- Bachelor's degree in early education or related field
- Valid driver license

## Experience Required:

- 2-3 years previous related experience
- Previous supervisory experience preferred

## Knowledge and Skills Required:

- Commitment to serving children and families in poverty with the highest quality services
- Willingness to learn and apply new knowledge
- Ability to coach, educate, and mentor others

# Education Supervisor



- Strong connection with the community
- Attention to detail
- Excellent communication skills, both written and verbal
- Organization and time management
- Strong math skills

## Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

## Working Conditions:

- Work is considered sedentary and performed mainly in a pleasant school environment with rare exposure to environmental factors.
- Minimal safety hazards with general working conditions.
- Travel up to 25%

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.