

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Early Childhood Preschool Supervisor

QUALIFICATIONS:

- New Jersey supervisor endorsement or principal certificate;
- Knowledge of the content and skills relevant to working with preschool-aged children through training, coursework, and/or professional development, as determined and provided by the school district;
- Experience in implementing developmentally appropriate preschool curricula;
- Experience with a range of appropriate early childhood assessments, including performance-based and classroom-quality assessment instruments;
- Experience providing professional development to classroom teachers; and
- Participate in annual training specific to preschool program planning and implementation.

Desirable: At least three years of experience in preschool education.

REPORTS TO: Early Childhood School District Administrator and/or the Director of Pupil Services

JOB GOAL: To oversee the preschool program and provide leadership for a successful high-quality preschool.

PERFORMANCE RESPONSIBILITIES:

- Ensure the coordination of all elements of a high-quality preschool program within the school district, including all private providers and local Head Start agencies.
- Develop and implement the preschool budget, three-year preschool program plan and/or annual update, and professional development plans.
- Contribute to the development of long-range facilities plans.
- Supervise registration, recruitment, and outreach efforts.
- Oversee contractual compliance with private provider and local Head Start agencies.
- Collaborate and communicate with the school district office of special services.
- Facilitate transition initiatives in collaboration with early intervention programs and other preschool to kindergarten through third grade administrators.
- Where applicable, meet regularly with private providers and local Head Start agencies to foster collaboration and program implementation, including, but not limited to, fiscal and curriculum information.
- Oversee the implementation of the comprehensive preschool curriculum and performance-based assessment.
- Provide assistance to all staff responsible for the implementation of appropriate early childhood practices within the preschool program.
- Administer strategies designed to help teachers and other professionals optimize children's learning and development in all domains.
- Coordinate annual program evaluation.

- Coordinate with the Director for the hiring, supervising, and ensuring evaluation of all in-district staff funded by the preschool programmatic budget.
- Ensure each private provider and local Head Start agency implements a system for classroom teacher observations.
- Support transition activities, programs, and services between and among preschool through grade three programs.
- Ensure program fidelity, training, and communication between all FRSD preschool site locations and with administration.
- Provide expertise in preschool assessment criteria.
- Serve as an expert resource for subgroup populations of preschools, including but not limited to multilingual learners & students with disabilities.
- Lead District early childhood personnel including the Preschool Intervention Resource Teacher and Preschool Instructional Coach.
- Partner with other district administrators to provide leadership and supervision of the Extended School Year Summer Program for early childhood learners.
- Manage the coordination of program material purchases, distribution, curriculum revision, and evaluation.
- Coordinate and lead the Early Childhood Advisory Council Team through agenda planning and facilitation of action steps including any grants directed toward preschool students.
- Manage the coordination of program material purchases, distribution, curriculum revision, and evaluation.
- Any other duties as directed by the Early Childhood School District Administrator and/or the Director of Pupil Services.

TERMS OF

EMPLOYMENT: Salary for a 12-month work year subject to negotiations between the FRAA and the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

APPROVED BY: Board of Education

DATE: 11/13/23