



PRESCHOOL SUPERVISOR/CPIS

Qualifications:

1. Previous experience as a supervisor or coach (preferred, but not required)
2. Knowledge of school administrative processes
3. Hands-on experience Learning Management and Education Management Systems
4. Attention to detail along with strong presentation and communication skills
5. Ability to coach and inspire
6. Ability to develop strong parent-school partnerships
7. Preschool Teaching Experience (preferred, but not required)
8. New Jersey Supervisor or Principal Certification

Reports To: Preschool Principal

Supervises: Preschool Teachers/Staff

Job Goal: To provide leadership in the development, implementation and coordination of the district's Pre-K curriculum

Performance Responsibilities:

1. Oversee day-to-day school site operations, including any emergencies that may arise
2. Assist with managing school logistics and budgets, including research and acquisition of new materials and resources to improve the experience of both students and teachers.
3. Assist with supervision of teachers and education staff, setting learning goals for students and performance objectives for teachers
4. Collaborate with instructional coaches and PIRT Specialist.
5. Research new resources and techniques to improve teaching at the preschool level
6. Interview, recommend for hire, and provide guidance to school personnel
7. Review and implement school policies and safety protocols
8. Organize school events and assemblies
9. Ensure a safe and clean environment for students (e.g. implementing hygiene rules)

Additional Responsibilities specific to the CPIS position include:

1. Coordination of the early childhood advisory council
2. Evaluation of the needs of families
3. Coordination of systematic parent involvement plans and activities
4. Interaction with other community agencies, including social services agencies

Terms of Employment: Twelve months per year. Salary to be determined by the board of education negotiation process.

Evaluation: Performance of these functions will be evaluated annually in accordance with state law and the provisions of the board's policy on the evaluation of certificated personnel.

APPROVED: _____ Board of Education