

North Central Educational Service District
Job Description – Supervisor of Early Education and OPK Programs

Title: Supervisor of Early Education and OPK Programs

Department: District Office

Classification: Confidential

Supervised by: Superintendent

Work Year: Assigned by Superintendent

Job Purpose Statement:

Coordinate all functions of the Oregon Pre-Kindergarten program. Work with superintendent in providing leadership in planning, designing, implementing and evaluating program systems and in representing the agency in local, regional, state and national communities.

Job Qualifications: Education and Experience:

- B.S./B.A in Early Childhood Education preferred, and a minimum of five years professional leadership/management and supervisory experience preferably in educational non-profit.
- Head Start experience preferred

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Oregon Teaching Certification in Early Childhood Education preferred
- Valid Driver's License and evidence of insurability
- Current enrollment in Child Care Division – Central Background Registry
- Successfully pass district background screening

Knowledge, Skills, and Abilities:

- Sustained concentration and ability to handle multiple tasks often simultaneously.
- Significant diagnostic and problem solving skills.
- Ability to direct and assess the performance of program supervisors and consultants.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Ability to interpret and implement complex policies and regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Ability to exercise tact and discretion in all employee interactions.
- Strong organization and time management skills, ability to meet tight deadlines.

Essential Job Functions:

1. Facilitate resolution of conflicts.
2. Participates in hiring, coaching and evaluating the performance of Program Consultants, Regional Managers, Data Monitoring & Professional Development Manager, Enrollment (ERSEA) Manager and Executive Assistant
3. Promote a consistent exchange of information across the Agency.
4. Encourage and support professional development opportunities.
5. Facilitate conflict resolution.
6. Plan and facilitate regular leadership meetings.
7. Participate in the design of internal structures, systems and policies.
8. Ensure adequate systems in place to maintain highest quality of services to children and families in compliance with Head Start Performance Standards.

9. Ensure consistency in service delivery across program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.
10. Ensure coordination among components, across levels and with the organization.
11. Participate in development of program interagency agreements and contracts.
12. Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners.
13. Attend interagency organizational and planning meetings as appropriate.
14. Participate in professional development activities and organized community events.
15. Design and deliver formal presentations.
16. Regular formal presentations to parents, staff, Board of Directors and community groups to provide information and ensure collaboration.
17. Oversee the monitoring and control of component budgets; identification and interpretation of Head Start and community needs; conformance to Performance Standards and other regulatory requirements.
18. Participate in the development of collaborations and facility development for future expansion of families and/or services.
19. Provide leadership and coordination with component school district personnel, Oregon Department of Education, ESDs, and other appropriate agencies, in the development and implementation of effective educational practices including, but not limited to, curriculum development, instructional support, instructional materials adoption, assessment and testing, and data-driven decision-making to ensure that state mandates are achieved.
20. Work with component school districts in organizing and coordinating school improvement initiatives including: Response to Intervention (RTI), Positive Behavior Intervention Support (PBIS), Professional Learning Communities (PLC), Common Core State Standards (CCSS), and other initiatives designed to improve student performance.
21. Administer and provide technical assistance and support for regional federal Title programs.
22. Facilitate development of component district continuous improvement plans.
23. Perform personnel functions (e.g. recruiting, hiring, supervising, evaluating, etc.) for the purpose of maintaining adequate staffing and enhancing productivity of personnel in accordance with District policy.
24. Develop proposals and applications for funds to continue current or implement new programs for the ESD and/or component districts.
25. Present information on programs, services, regulations, etc., for the purpose of serving as a resource to other school personnel, the Board and other districts.
26. Provide regional technical assistance and support for Oregon's Framework for Teacher and Administrator Evaluation and Support system and the Network of Quality Teaching and Learning.
27. Attend NCESD Board meetings and represent the agency at component district board meetings; and local, regional, state or national meetings as directed by the superintendent.
28. Perform other duties as may be assigned to support the success of the agency.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

Physical Requirements:

North Central Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

Updated March 23, 2019

1. **In an eight-hour day employee may:**

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. **Employee may use hands for repetitive:**

<input type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input type="checkbox"/> Fine Manipulation
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3. **Employee may use feet for repetitive movement as in operating foot controls:**

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. **Employee may need to:**

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
5. **Lifting:**

<input type="checkbox"/> Sedentary Work: Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.
<input checked="" type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date