

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:**    **PRE-K COUNTS CLASSROOM SUPERVISOR**

**DIVISION:**    Early Childhood Development

**DEPARTMENT:**    PA Pre-K Counts

**PURPOSE:**    Provides instruction and guidance to pre-school children in a classroom setting thus preparing them for entrance into the school systems. Offers support and guidance of pre-school children and families providing smooth transitions into the school systems.

**QUALIFICATIONS:**

Education:    Bachelor's Degree with Early Childhood Education Certification

Experience:    Preferred one (1) year classroom experience with pre-school children, preferably with one (1) year of supervisory experience. Knowledge of social service agencies helpful.

Skills, Abilities and Knowledge:

- a.    Problem solving ability where independent judgment may be required.
- b.    Ability to maintain confidentiality.
- c.    Excellent interpersonal skills.
- d.    Effective oral and written communication skills.
- e.    Knowledge of the PA Early Learning Standards.
- f.    Ability to deal with and adapt to frequent change.
- g.    Ability to work with and delegate work to volunteers and classroom aides.
- h.    Good organization skills.

**REPORTS TO:**    Pre-K Manager

**SUPERVISES:**    Pre K Counts Classroom Support Personnel

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration:    Considerable concentration intermittently.

Interruptions:    Occur constantly.

Physical Effort:    Substantial physical effort in predominantly standing, walking, kneeling positions; occasional running and lifting (up to 30 pounds).

Confidential Information Used:    Child's health/mental health information and educational information, family economic and environment information.

Special Demands:    Moderate travel, potential eye strain and occasional lifting (up to 30 pounds).

Special Requirements:    Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Maintain PA teaching certification as addressed by Act 48.

Duties may include any or all of the following. This list is intended to be representative.

- 01.    Plan and implement a sound instructional program by:
  - Writing lesson plans and facilitating activities in all developmental areas that are developmentally appropriate and individualized
  - Addressing each child's needs through assessment and individual planning.
  - Preparing daily activities (cognitive, fine/gross motor, and socialization skills, etc.) for use in the classroom
  - Assuring all activities align with the PA Early Learning Standards
  - Instructing all special needs children according to their IEP's assisting in IEPs
  - Promoting self-esteem through the encouragement and acceptance of individual differences

- Encouraging participation in group activities such as free play, dramatic play, safety in classroom
  - Writing observations of children's actions for the purpose of assessing development and individualized instruction
  - Rotating materials in the classroom on a regular basis
  - Providing health and nutrition awareness activities for children
  - Completing progress reports from observations of children's actions and discussing progress reports with parents at least 3 times a year
  - Planning, communicating and implementing transition activities
  - Providing literacy and transition activities that are developmentally appropriate and individualized
  - Planning and organizing field trips
  - Making referrals when necessary
02. Assesses children in areas of growth on an ongoing basis
- Updating children's progress with regular assessments but no less than three times per year
  - Completing a developmental screen on each enrolled child
  - Completing a behavioral screen on each enrolled child
03. Conducts conferences with each enrolled family
- Hold 3 parent/teacher conferences annually during the months of November, February & May
  - Attend Individual Education Plan (IEP) meetings as needed
04. Participates in staff meetings discussing program operation methods, child referrals, parent involvement, etc.
- Informing and updating the Project Supervisor of any improvements/problems with IEPs
  - Work with Early Intervention to assure children receive necessary services
05. Use Early Childhood Environmental Rating Scales (ECERS) as a guide to maintain a safe and healthy environment by:
- Administering medications in life threatening circumstances when necessary
  - Assisting in hand washing, toileting
  - Providing snacks and lunches
  - Conducting fire drills
  - Performing health checks of children (free from communicable disease) daily
  - Checking for and promptly reporting any signs of suspected abuse/neglect according to program procedure
  - Modeling appropriate eating habits and mealtime behavior
  - Administering First Aid/CPR when necessary
  - Preparing for emergency situations by keeping emergency supplies available and acquiring an evacuation site
  - Maintaining cleanliness of classroom
06. Schedules, delegates, and/or monitors Classroom Support Personnel, parents and classroom volunteers
07. Supplements the regular instructional program by:
- Assisting families in identifying strengths and weaknesses
  - Cultivating family strengths
  - Assisting parents in developing and fostering healthy self-concepts which will assist in becoming their child's primary educator
  - Assisting parents in developing ways of using household articles as teaching tools
  - Acting as a liaison and family advocate between the community and the family
  - Assisting families in fully utilizing all available community resources
  - Making referrals and linking families with community services (ie. D.P.W., Drug and Alcohol, etc.)
08. Visits Social Service agencies, as needed, to become aware of functions, gather literature, and become familiar with operations
09. Attends trainings, meetings, etc.
- Seeking to attain greater knowledge in early learning (i.e. Special conditions, signs/symptoms, etc.)

10. Maintains daily/monthly paperwork and records required by program procedures or as requested including:
  - Keeping record of attendance and meal count sheets
  - Filling out required monthly paperwork (attendance and meal count sheets, forms required for telephone work, timesheets)
  - Preparing reports when requested
  - Preparing timesheets and travel vouchers
  - Updating the children's individualized plans
  - Completing Early Intervention/ IEP's as needed
11. Substitutes, when necessary and available
12. Performs recruiting tasks
13. Keeps supervisor informed of schedules, needs, problems, ideas, and suggestions, and seek help when necessary
  - Giving input for ordering supplies and equipment
  - Participating in program planning committees or surveys
14. Performs other related work as required or requested

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** F**HOURLY WAGE:** \$25.73**HOURS PER WEEK:** 40  
(Possible non-traditional)**EMPLOYMENT CLASSIFICATION:** Non-Exempt