

## **JOB DESCRIPTION**

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**Position:** Pre-K Counts Site Supervisor

**Division:** Early Childhood Development

**Employment Classification:** Exempt

**Reports To:** Assistant Director of Child and Family Services

**Supervises:** Pre-K Counts Classroom Supervisors

**Summary/Purpose:** The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Pre-K Counts Site Supervisor will oversee the functions at a defined site for Pre-K Counts in accordance with the regulations of OCDEL, PA Early Learning Standards and developmentally appropriate practices. The ideal candidate will have the ability to achieve goals, apply independent judgement with little supervision, and be an effective written and verbal communicator who displays strong time management, organizational and excellent interpersonal skills, enabling them to work with a variety of individuals.

### **Qualifications & Requirements:**

**Education:** Minimum of a Bachelor's degree with certification in Early Childhood.

**Experience:** Two years classroom experience with preschool children, one year supervisory experience.

**Mental Concentration:** Moderate concentration intermittently

**Interruptions:** Occur constantly

**Physical Demands:** Medium physical effort (up to 30 lbs.). May include standing, sitting, bending, stooping, lifting, walking, reaching and crouching.

**Special Demands/Requirements:** Alternative hours, alternative locations. Driving, travel and potential eye strain. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, and dependable transportation (validated yearly minimum).

**Confidential Information Used:** Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health status, individual or family economic detail, environmental information, and personnel data.

### **Essential Job Duties: to be performed with or without reasonable accommodation**

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

1. Oversee Pre-K Counts site daily operations.
2. Assure program compliance in accordance with current OCDEL and other local and state regulations.
3. Review and approve instructional plans and coordinate site activities internally and with partners as necessary to complete educational objectives.
4. Conduct Classroom assessments and screenings.
  - a. Administer development, social and emotional screenings
  - b. Conduct vision and hearing screenings.
  - c. Assist families with referrals to appropriate agencies, follow up on status as necessary.
5. Interpret and implement program rules, grant regulations, procedures and policies, assuring compliance and recommending changes and improvements necessary to support program growth and development.
6. Supervise and support program staff
  - a. Review and approve staff schedules and timecards.
  - b. Provide immediate crisis feedback to staff regarding operational challenges, problem solving,

- concerns or questions via phone calls, email, memos, in person conferences, etc.
- c. Performs staff informal and formal staff observations and performance evaluations, providing written and/or verbal feedback as required.
- d. Arrange coverage for staff absences, serve a substitute when necessary.
- e. Review pertinent early childhood development documentation and records on an ongoing basis.
- f. Conduct regularly scheduled site meetings to maintain communication with staff and provide updates regarding regulations, procedures and policies.
- 7. Recruit and enroll eligible children.
  - a. Assist with the enrollment process; contact families, communicate program information, complete applications, screenings and verifications.
  - b. Assist in development, planning and coordination of community outreach events.
  - c. Assure the appropriate preparation and distribution of recruitment materials for enrollment.
- 8. Communicate with professionals, school administrators, staff and parents to address concerns, resolve problems, or provide support on procedure and curriculum.
- 9. Complete data collection, analysis, reports, create forms and other paperwork as required; submit to appropriate individuals as requested.
- 10. Attend all recruitment and assigned events, professional development trainings, and meetings with individuals, parents, public and private agencies on behalf of Pre-K Counts as necessary.
- 11. Perform other duties and assist in special projects as assigned or requested.

**Corporate Expectations:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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**

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**HOURLY WAGE:**

\$25.07

**HOURS PER WEEK:**

40