

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

SUPERVISOR OF EARLY CHILDHOOD EDUCATION

QUALIFICATIONS:

1. Supervisory Certification (minimum requirement)
2. MA in Administration (preferred)

REPORTS TO: Director of Student Services

SUPERVISES: All early childhood education staff

JOB GOAL:

To provide administrative supervision of early childhood program.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the district's curriculum at the early childhood level.
2. Supervises the necessary early childhood curricular revisions to maintain state and national compliance.
3. Supervises early childhood textbook (curricular resource) review and adoption.
4. Assists the Director of Student Services with yearly early childhood budget development (pertinent to assigned curricular areas).
5. Responsible for grant completion and criteria fulfillment to secure state-issued funds for program.
6. Provides leadership and professional direction for early childhood instructional and support staff.
7. Works collaboratively with the elementary and district administrators to maintain/implement continuity of instruction in successful transition to kindergarten.
8. Attends necessary meetings (in and out of the district) pertinent to job description.
9. Coordinates the criteria/placement of students (where necessary) pertinent to job description.
10. Analyzes and administers local and state tests, when applicable.
11. Meets with assigned early childhood staff on a regular basis to promote grade level/departmental/district- wide horizontal and vertical articulation.
12. Observes assigned instructional early childhood staff using the district-approved evaluation model.
13. Assists in the interview process/selection of new early childhood staff (using district's hiring process).
14. Researches and shares current trends and/or state department regulations pertinent to job description.
15. Maintains accurate records of individual Professional Growth Plan (PGP).
16. Provides professional development (where applicable) to assigned staff.

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17. Updates the Director of Student Services on a regular basis (regarding assigned responsibilities).
18. Responsible for any other Grade early childhood supervisory responsibilities as assigned by the Director of Student Services and/or Superintendent of Schools.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement required
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for non-citizens
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-8 Notice of intention to resign required
- N.J.S.A. 18A:37-2 Discipline of pupils
- N.J.A.C. 6:3-3.1 et seq. Condition for employment of teachers
- N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation
- N.J.A.C. 6:3-4A.4 Requirements of physical examinations
- N.J.A.C. 6:3-5.1 et seq. Seniority
- N.J.A.C. 6:8 Through and efficient system of free public schools
- N.J.A.C. 6:11-3.1 Certificate required
- N.J.A.C. 6:11-3.9 Oath of allegiance required
- N.J.A.C. 6:11-3.10 Citizenship required
- N.J.A.C. 6:11-5 Requirements for instructional certificate
- N.J.A.C. 6:11-6 Endorsements on the instructional certificate
- N.J.A.C. 6A:7 Managing for equality and equity in education
- N.J.A.C. 6A:8 Standards and assessment
- *N.J.A.C. 6A:24 Education reform in the Abbott districts

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See particularly:

N.J.A.C. 6A:24-6.1 Implementation of required programs in secondary schools

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

*applies to Abbott districts only