

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Education Supervisor - Head Start

QUALIFICATIONS:

- A. Bachelor's Degree or advanced degree in Early Childhood Education or a Bachelor's Degree or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.
- B. Minimum of three years of teaching experience in an early childhood classroom and a strong knowledge of pedagogy and developmentally appropriate practices for preschool-age students.
- C. Demonstrated capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom.
- D. Ability to handle personnel matters and experience in conflict/resolution management.
- E. Ability to coach, mentor, and teach adults in the delivery of curricula and data collection methods, implement new initiatives or programmatic changes that arise, and/or the use of technology to support program and classroom needs.
- F. Sensitivity to the needs of children, families, and staff and experience working with diverse populations.
- G. Ability to have flexible hours.
- H. Provide own transportation.
- I. Strong organizational skills, problem-solving ability, adherence to time-sensitive deadlines, ability to be flexible and adaptable to change, time management skills, and organizational skills.
- J. Ability to use technology effectively, including various software and applications for instruction and management.
- K. Ability to work both collaboratively as a team and independently when appropriate.
- L. Original certificates of clearance from the State Police, the Child Abuse Registry and PDE FBI.
- M. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) program. Clearance as a MA provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Assistant Program Administrator and/or Program Administrator/Head Start

SUPERVISES:

Preschool Teachers and Paraeducators

POSITION GOAL:

Coordinate the effective implementation of the Educational Component Area of the program.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this non-certificated position include, but are not limited to, the following fundamental duties:

- A. Implement the Education and Child Development services of the program as prescribed

- in the Head Start Performance Standards.
- B. Provide direct supervision to center staff.
 - 1. Visit classrooms to observe and determine strengths and weaknesses in teaching techniques and curriculum planning.
 - 2. Clarify for staff their understanding of their job responsibilities.
 - 3. Give direction to center staff individually and collectively.
 - 4. Help direct curriculum planning and implementation with ultimate aim of providing a more unified and individualized direction for classroom teaching.
 - 5. Determine and report safety concerns.
 - C. Evaluate Head Start Preschool Teachers and Paraeducators.
 - D. Assist with total staff training program and assist with CDA (Child Development Associate) process in conjunction with other service area staff.
 - E. Oversee the implementation of a planned curriculum with fidelity that meets the developmental needs of enrolled children.
 - F. Assist with coordinating or providing classroom coverage and substitute teaching responsibilities as needed.
 - G. Ensure that families are an integral part of their child's development through ongoing and timely communication, respectful and positive relationship development, and through family meetings and activities.
 - H. Attend Education Advisory Committee meetings as a resource person.
 - I. Maintain confidentiality.
 - J. Interpret program to individuals, private and public groups, and to community organizations.
 - K. Attend all staff meetings and related in-service training sessions.
 - L. Participate in Career Development when feasible.
 - M. Responsible for submitting center related reports to the Program Administrator/Head Start and/or the Assistant Program Administrator for Education/Head Start.
 - N. Perform any other related duties assigned by the Assistant Program Administrator/Education or the Program Administrator/Head Start.

TERM OF EMPLOYMENT:

Exempt, Full Time, Twelve months/year. Salary per Head Start Salary Scale as established by the Berks County Intermediate Unit Board of Directors and the Head Start Policy Council.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

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Print Name	
Employee Signature	Date:

Revised: November 20, 2024

CC: Employee File