



**AVANCE PERSONNEL POSITION DESCRIPTION
Supervisor of Early Childhood Services**

JOB TITLE: Supervisor of Early Childhood Services

LEAD ORGANIZATION: ELNC
SITE LOCATION AND EMPLOYER OF RECORD: New Hope Baptist Church
EMPLOYEE STATUS: Exempt- .50 FTE
SUPERVISOR LEVEL: YES
STAFF SUPERVISED: Early Childhood Instructors and Cook
REPORTS TO: New Hope Baptist Church Site Coordinator

SECTION I – CERTIFICATION AND AGREEMENT

SUPERVISOR’S CERTIFICATION: I certify that this job description is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical, and performance requirements of this position and its organizational relationships. The position is necessary to carry out AVANCE’s mission, goals, and objectives for which I am responsible.

NEW HOPE BAPATIST CHURCH SITE COORDINATOR

DATE

SECTION II – PURPOSE, ORGANIZATIONAL LOCATION, GOALS AND OBJECTIVES

The primary purpose of this position: This position is responsible for planning, coordinating, and implementing the Early Childhood Development Services of the AVANCE Parent-Child Education Program. This position will oversee the Early Childhood Development Services staff responsible for providing a stimulating learning experience to children between birth and age 3, and coordinates with other service providers to meet the needs of the children and parents. This position may temporarily perform duties of other service providers of the program as needed.

ORGANIZATIONAL GOALS OR OBJECTIVES: By providing education and support services to families in at-risk communities, AVANCE strives to strengthen the family unit by enhancing parenting skills which nurture the optimal development of children between birth and age 3 to promote educational success and foster the personal and economic success of parents. The focus of AVANCE is community-based intervention, which is family-centered, preventive, comprehensive, and continuous through integration and collaboration of services.

SECTION III - JOB RESPONSIBILITIES

DUTY 1:

Plans, organizes, and coordinates the Early Childhood Development Services activities of the AVANCE Parent-Child Education Program, ensuring it complies with the AVANCE mission and policy requirements to meet children and parent needs.

1. Ensures AVANCE goals and objectives are met through the integration of Early Childhood Development Services activities and staff, and of the other service providers.
2. With the help of the Program Coordinator and/or the Site Coordinator:
 - a. Establishes local policies and procedures for accomplishment of Early Childhood Development Services.
 - b. Schedules work in a manner that promotes a smooth flow and even distribution of work.
 - c. Coordinates plans and sets schedules for Early Childhood Development Services during the Parent-Child Education Program year.
3. Plans work to be accomplished **by Early Childhood Development** Services staff.
 - a. Sets and adjusts short-term priorities and prepares schedules.
 - b. Plans activities and develops weekly lesson plans for children.
4. Balances workload and provides advice, guidance, and direction on a wide range of Early Childhood Development Services and administrative issues.
5. Identifies requirements and initiates requests for needed resources to ensure success in meeting Child Care Services goals and objectives.
 - a. Purchases supplies, materials, furniture and equipment, as authorized by the supervisor, necessary to conduct Early Childhood Development Services activities.
6. Conducts performance measures as directed by supervisor, Site Administrator and/or Program Manager.
7. Provides advice to supervisor of significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points.
8. Identifies need for changes in Early Childhood Development Services priorities and takes action to implement such changes.
 - a. Assesses and helps revise policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.
9. Participates in and helps foster a team environment.
 - a. Temporarily performs duties of Early Childhood Development Services staff and other service providers when needed.

DUTY 2:

Ensures an emotional, physical, and intellectual stimulating environment that promotes and enhances learning.

1. Creates an attractive, safe, healthy, welcoming, and functional physical Early Childhood Development Services area(s).
2. Leads children in planned activities such as reading, painting, art, singing, storytelling, music, exercise, play, etc.
3. Ensures Early Childhood Development Services staff actively observes and report suspected neglect, abuse and medical conditions/illnesses.

DUTY 3:

Exercises supervisory personnel management responsibilities.

1. Advises and provides counsel to employees regarding AVANCE policies, procedures, and directives.
2. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives.
3. Implements the AVANCE Performance Evaluation and Feedback System
 - a. Modifies, and/or interprets job descriptions as necessary.
 - b. Explains job descriptions to subordinate employees.
 - c. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses.
4. Holds employees responsible for satisfactory completion of work assignments.
 - a. Appraises subordinate workers performance ensuring consistency and equity in rating techniques.
 - b. Recommends awards when appropriate.
 - c. Initiates action to correct performance or conduct problems.
5. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management.
6. Issues minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken.
7. Identifies employee developmental needs and provides or arranges for training (formal and informal) to maintain and improve job performance. Encourages self-development.
8. Approves leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time.
9. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment.
10. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates.
11. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources.

DUTY 4:

Represents AVANCE with local civilian and government agencies to promote timely information exchange, coordinates collaborative prevention efforts, and establishes resource links and community partnerships.

1. Establishes, develops, and maintains effective working relationships/partnerships with local schools, businesses, government agencies, and other non-profit organizations.
2. Meets with key organization officials and visitors to assess participant's needs, explain organization policy and procedures, and resolve problems that arise.
3. Participates in special projects and initiatives and performs special assignments.
 - a. Identifies the need for special projects.
4. Participates in home visits when necessary.
5. Assists in the recruitment of Parent-Child Education Program participants.

DUTY 5:

Provides family support services on family and work life issues and concerns through regular interaction with participating parents and children.

1. Provides an initial point of contact for reports of family problems or issues involving participants and their families. Interviews (one-on-one meetings as appropriate), assesses participant's needs and concerns (e.g. family separation, parenting, child care, elder care, etc.) and identifies and clarifies issues/concerns.
2. Provides advice, guidance and referral options to ensure participants have access and assistance in securing cost effective support or direct aid from within AVANCE or from local/state/federal service agencies.
3. Assists participants in prioritizing issues and developing plans and goals that are tailored to specific needs and concerns.
4. Monitors and tracks each participant to evaluate and ensure the support and aid received is satisfactory.
5. Prepares a "case management" file to include written administrative documentation, reports, and letters of recommendation concerning the social, educational, and medical needs of participants and family members.
6. Periodically reviews cases, recommending and carrying out appropriate actions to resolve participant's concerns.

DUTY 6:

Performs a variety of administrative duties related to the Parent-Child Education Program.

1. Maintains Parent-Child Education Program information and prepares a variety of reports and/or feeder information according to AVANCE national and local format and schedule as required.
2. Establishes and maintains suspense dates in order to submit required documentation/information, on services provided to participants, for AVANCE national and the various funding sources, with follows-ups as appropriate.
3. Completes required documentation and ensures information such as participant registration/intake, sign-in books, attendance book, and "case management" files.
4. Maintains proper documentation for petty cash.
5. Maintains any additional information or records required by each funding source.

DUTY 7:

Performs additional duties as required.

SECTION IV - KNOW LEDGES, SKILLS, AND ABILITIES (KSA)

1. Ability to instruct training courses in a classroom, seminar setting.
2. Knowledge and experience in the organization, management, and administration of child/family support and outreach services.
3. Ability to plan, organize and direct the functions of staff.
4. Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare and the multiple uses of such systems, professions, and organizations to deliver services.
5. Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions.
6. Knowledge of safety regulations, practices, and procedures.
7. Ability to work well with others in a team approach.
8. Skill in the use of automation software and related equipment.
9. Ability to communicate effectively in English and Spanish, both orally and in writing.

SECTION V - SPECIFIC HIRING CRITERIA:

WORK EXPERIENCE

1. **Required (2 of 3):**
 1. 1 year experience in classroom teaching
 2. 1 year experience in management or supervision
 3. 2 years' experience working with adults and children or in a family support services environment
2. **Preferred:**
 1. 2 years' experience in classroom teaching *in an early childhood setting*
 2. 2 years' experience in management or supervision
 3. 2 years' experience in teaching adult literacy

EDUCATION

1. **Required:**
 1. Associate's or Bachelor's Degree in Education
 2. Initial AVANCE training completed by end of first year and annual update training as specified in the AVANCE Training Program
2. **Preferred:**
 1. Bachelor's Degree in Early Childhood Education or Social Services Field, or Psychology, or Social Work or Equivalent Education

SECTION VI – OTHER SIGNIFICANT FACTS

UNIQUE ASPECTS OF JOB:

1. Ability to perform light to moderate lifting: 20 –30 lbs.
 2. Must undergo a criminal background check.
 3. Program activities take place in the center/site (permanent and mobile), family homes, and other community locations.
 4. Walking, standing, bending, and carrying of small and light objects.
 5. Guidelines include applicable AVANCE, local, state, and federal directives and standards. It is required of staff to use judgment to select, interpret, and apply the most applicable guideline to a particular situation.
 6. Must have successfully completed CPR and First Aid Training.
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