

Job Description Supervisor

- Classroom Scheduling-Must open and close
- Must be full-time status
- Maintaining a clean environment for children to play in/ Toys rotated/ Learning areas kept up with the requirements of Colorado Shines
- Helping clean and maintain the building grounds
- Disciplinary action as needed (Teacher write ups)
- Communication with parents daily
- Making sure emergency exits and entry pathways are clear of debris such as snow and ice
- Child assessment deadlines must be met
- Parent Teacher Conferences regularly scheduled twice a year
- Daily charting on Tadpoles for all students
- Lesson plans based on age appropriate classroom curriculum
- Keeping playgrounds clean and organized daily
- Staff evaluations yearly
- Assisting in covering teacher absences and vacation time

The Supervisor/Teacher is responsible for the care and education of a group of children as part a teaching team. Plan and implement the curriculum and, with active participation of all members of the teaching team, work with parents, and assess the needs of individual children.

All teachers report to the classroom Supervisor first for discrepancies and conflict before going directly to the Director.

Requirements:

- Education:

An early childhood Teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and must meet at least one of the following qualifications:

- a. A Bachelor's degree from a regionally accredited college or university with a major area of study in one of the following areas:
 - 1) Early childhood education.
 - 2) Elementary education.
 - 3) Special education.
 - 4) Family and child development; or,
 - 5) Child psychology.

- b. A Bachelor's degree from a regionally accredited college or university with a major area of study in any area other than those listed at Section 7.702.54, A, 1, A and additional two (2)

three-semester hour early childhood education college courses with one course being either introduction to early childhood education or guidance strategies;

c. Current early childhood professional Credential Level III Version 2.0 as determined by the Colorado Department of Education.

d. A 2-year college degree, sixty (60) semester hours, in early childhood education from a regionally accredited college or university, which must include at least two (2) three-semester hour courses, one of which must be either introduction to early childhood education or guidance strategies; and at least six (6) months (910 hours) of satisfactory experience;

e. Completion of twelve (12) semester hours from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas in early childhood education and one of the three (3) semester hour courses must be either introduction to early childhood education or guidance strategies, plus nine (9) months (1,395 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual;

f. Completion of a vocational or occupational education sequence in child growth and development plus twelve (12) months (1,820 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual;

g. Current certification as a Child Development Associate (CDA) or another Department-approved credential.

h. Completion of a course of training approved by the Department that includes training and work experience with children in a child growth and development program plus twelve (12) months (1,820 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual; or,

i. Twenty-four (24) months (3,640 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado family childcare home; a teacher's aide or teacher in a child care center, preschool, or elementary school, plus either:

- 1) A current Colorado Level I credential; or,
- 2) Two (2) three-semester hour early childhood education college courses from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas with one course being either introduction to early childhood education or guidance strategies.

All college course grades toward early childhood teacher qualifications must be "C" or better. Written proof must be submitted to Director.

- Must be able to repeatedly lift 40 pounds
- Must be in good health as confirmed by a physician's note
- Must be able to pass a background check (Fingerprints and CBI clearance)

Essential Tasks:

- Visually observe and supervise children's activities
- Repeated lifts children and equipment
- Bends and kneels to child's eye level

- Moves quickly to intervene in dangerous situations
- Ability to communicate with children, parents, and staff
- Understands how children learn
- Understands and accepts social, cultural, and economic backgrounds of children and families
- Always maintains work area (housekeeping duties, restrooms, and storage of materials)
- Successfully completes first aid, CPR, AED, and Medication Administration Trainings

Professional Responsibilities:

- Establish and maintain a safe and healthy learning environment
- Designs appropriate room arrangement to support the goals of NAEYC and Colorado Shines
- Promotes healthy family style eating practices in accordance to with the Wellness Committee
- Maintains a safe environment, works to reduce and prevent accidents and illness
- Posts necessary information to ensure the safety and well-being of the children
- Ensures lesson plans and assessments of children are complete by self or designated individuals on the interests of the children based on observations
- Participates in weekly team meeting
- Ensures compliance with all applicable NAEYC, Colorado Shines, Licensing, and Public Health regulations

To the advancements of physical and intellectual competence

- Provides a balance between child-initiated and teacher-initiated activities
- Provides a balance between quiet and active learning activities
- Uses equipment, materials, and ideas for indoor and outdoor play that promote children's physical development
- Involves children in planning and implementing learning activities
- Provides an integrated curriculum that meets the needs of individual children
- Plans and implements experiences that promote language and literacy development
- Plans and implements activities that promote the acquisition of number concepts
- Uses Developmentally Appropriate Approach and daily routine
- Utilizes the Centers curriculum packages and classroom idea books in planning

To support social and emotional development and provide positive guidance

- Plans and implements hands-on activities that develop positive self esteem
- Plans and implements hands-on activities that develop social skills
- Uses and promotes positive guidance techniques
- Provides a wide variety of creative and expressive activities
- Establishes routines with smooth transition periods
- Communicates with children at eye level on the developmental level
- Encourages use of problem-solving skills at each child's development level
- Encourages children to be independent

- Helps children acquire and use language to communicate thoughts, feelings, and understanding of others

To establish positive and productive relationships with families

- Relates assessments information to parents and offers support for dealing with children at different developmental stages
- Promotes communication with parents on a daily basis, through daily/weekly progress notes, a monthly newsletter, and parent conferences
- Provides a variety of ways that families can participate in the program
- Encourages parents to participate in the program
- Respects confidentiality of matters pertaining to children, parents, and staff
- Participates in planned family events
- Plans and participates in family events

To ensure a well-run, purposeful program responsive to participant needs

- Assesses program supplies and materials needed prior to implementing activities
- Coordinates and helps supervise aides, assistants, and volunteers working in the classroom
- Observes and assesses children's needs and developmental progress on an ongoing basis
- Uses the information gathered through assessment and observation to plan activities
- Maintains accurate attendance and food program records
- Maintains accurate inventory of consumable classroom supplies

To maintain commitment to professionalism in self and staff

- Promotes the center's philosophy and educational objectives
- Supports the center's code of ethical conduct
- Engages in ongoing staff development to improve personal and professional skills (a minimum of 15 hours per year as required by licensing requirements)
- Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
- Attends all staff meetings, workshops, and in-service training provided by the center
- Fulfills all the requirements listed in the Eagles' Nest Employee Handbook
- Completes other duties assigned

Personal Responsibilities:

Appearance

- Dresses appropriately as outlined in the Eagles' Nest Employee Handbook
- Particularly aware of personal cleanliness and well groomed

Personality

- Is friendly, understanding, and helpful
- Is cooperative

- Has positive attitude
- Is courteous and tactful
- Is emotionally stable
- Exercises self-control
- Is confident and self-assured

Dependability

- Is trustworthy
- Assumes and follows through on tasks
- Attends work regularly
- Arrives to work on time
- Provides advance notice of absence

I, _____ understand the job requirements and will full fill them to the best of my abilities.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____