# FAMILY DEVELOPMENT CENTER

# DOUGLAS COUNTY RELIEF NURSERY

# **PROGRAM SUPERVISOR**

## JOB DESCRIPTION

**PURPOSE:** The Program Supervisor insures that therapeutic Early Childhood Education

services are delivered in a comprehensive manner to children and families enrolled in the Therapeutic Preschool Program. The Program Supervisor will provide direct supervision to the educational team regarding classroom operations, documentation of classroom and home visit observations, data compilations, social service supports and parent education. The Program Supervisor will assist the Program Manager with agency tasks and is also responsible for providing leadership, monitoring, coaching and support to the staff and families. This person serves on the management team and as an advisor to the Program Manager and Executive Director. The Program Supervisor will report to the Program Manager.

**POSITION REQUIREMENTS:**

1. Master’s or Bachelor’s degree with 2 years experience in Early Childhood Education, Child Development, Elementary Education, Psychology, Early Childhood Special Education, Social Work or related field.
2. Knowledge of early childhood development (birth to six years), curriculum development and implementation, positive discipline and early childhood learning strategies.
3. A current clearance from the Criminal History Registry.
4. Current First Aid and CPR card, Food Handler’s Card, Annual Mandatory Reporter/Child Abuse and Neglect training.
5. A valid Oregon driver’s license (or acceptable driver’s license from another state).
6. Proof of a three year DMV driving record free of infractions.
7. Proof of current personal automobile insurance.
8. Bilingual skills and/or being bicultural may benefit this position’s duties.

**CORE COMPETENCIES:**

1. Ability to work independently and as a team member.
2. A comprehensive knowledge of indicators and effects of maltreatment, abuse and neglect on children, nutrition, health, safety and special needs
3. An understanding of generational poverty and the distinct needs of low-income families.
4. Learn and apply Therapeutic Principles& Positive Behavior Support Principles.
5. Ability to work with adults who have a variety of stresses/challenges (e.g., cognitive delays, chemical dependency, mental illness)
6. Knowledge of the community/county resources
7. Demonstrate good stress management and self care skills.
8. Ability to relate to diverse at-risk children and families with sensitivity and respect.
9. Ability to identify and record significant individual and group behaviors and to conduct objective assessments and evaluation.
10. Ability to be flexible in schedule of work hours and days, in order to best meet the needs of families.
11. Knowledge and competent use of the internet, email and word processing programs.
12. Ability to bend and lift 40 pounds and to sit and stand at length.
13. Ability to maintain confidentiality and share information on a need to basis only.
14. Ability to work effectively with data and have analytical capabilities.
15. Ability to respond effectively to emergent situations.
16. Model a positive attitude toward work.
17. Demonstrate initiative, personal balance, and a sense of humor.
18. Ability to adapt and work effectively under pressure.
19. Listen actively and use effective conflict resolution skills.
20. Excellent communication skills, written, verbal and non-verbal.
21. Ability to work closely as a team member and to model appropriately for others on the team.
22. Ability to educate and oversee groups of parents and children.
23. Ability to represent the program positively within the community.
24. Ability to work with parents and their children in a warm, calming, respectful, encouraging and patient manner.
25. Willingness to seek and accept supervision and implement recommendations in a timely manner.
26. Sound judgment and common sense in decision-making.

**POSITION DUTIES:**

1. Actively participate as a member of the management team. Act as liaison between the early childhood team and management.
2. Insure classrooms are held to the highest standards of Developmentally Appropriate Practice, Best Practices and Therapeutic Principles.
3. Maintain emergency file on children.
4. Maintain enrollment records and child files for the Therapeutic Preschool Program.
5. Provide supervision, support and training to all therapeutic preschool staff members as well as other staff members as assigned.
6. Read teachers’ documentation of classroom and home visit observations monthly. Provide written and verbal feedback on documentation during supervision sessions.
7. Observe teachers in the classroom according to the pattern outlined by the Program Manager. Provide written and verbal observations, feedback, and support pertaining to classroom dynamics, staffing patterns, and classroom and outdoor curriculum.
8. Guide teachers in creating respectful partnerships with families and providing intensive parenting support.
9. Train and support teachers to develop goals for individual child and family service plans in order to promote and encourage family growth and development.
10. Support teachers in providing resources, referrals, and information to families as appropriate.
11. Support educational staff in making reports of any suspected cases of child abuse and neglect to Child Welfare and completing necessary documentation. If witnessing suspected child abuse and neglect, staff the report with Program Manager, make the report to Child Welfare and complete the necessary documentation.
12. Assist with the hiring, discharging and disciplining of employees, provides staff orientation and evaluate staff training needs, complete annual performance evaluations, create Professional Development plans with all new staff and monitor progress on Plan.
13. Monitor regular child developmental screenings on children by education staff and assist teacher to make referral to special education when necessary. Consult Program Manager as necessary.
14. Participate in staff, client and volunteer meetings and other special events as determined by Program Manager.
15. Attend workshops and conferences for professional development to keep updated on new developments in the field.
16. Work with the Volunteer Coordinator to train and supervise classroom volunteers.
17. Volunteer for local fundraising events, children’s fairs and other events (at least 4 hours/year).
18. Other duties as assigned by supervisor that pertain to agency function.