

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

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POSITION: **PA PRE-K COUNTS PROJECT SUPERVISOR** **DIVISION:** Early Childhood Development

PURPOSE: Oversee the functions of the multi-county (Allegheny and Beaver Counties) PA Pre-K Counts in accordance with the regulations of OCDEL and PA Early Learning Standards.

QUALIFICATIONS:

Education: Bachelor's Degree and certification in Early Childhood.

Experience: Two (2) years classroom experience with preschool children with at least one (1) year supervisory experience.

Skills, Abilities and Knowledge:

- a. Ability to apply independent judgment
- b. Excellent oral and written communication skills
- c. Ability to achieve goals and work independently with little supervision
- d. Ability to maintain confidentiality
- e. Ability to motivate and supervise others
- f. Ability to understand and implement grant regulations, policies and procedures
- g. Willingness and ability to accommodate a non-traditional work schedule including evenings, weekends and alternate locations as needed
- h. Machine operations could include calculator, computer, photocopier, telephone, and laminator.
- i. Knowledge of Pa Early Learning Standards, and Developmentally Appropriate Practices.

REPORTS TO: Pre-K Manager

SUPERVISES: Pre-K Counts Classroom Supervisors

JOB REQUIREMENTS:

Mental Concentration: Moderate concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Moderate physical effort in a predominantly sitting position and walking position; occasional lifting (up to 30 pounds).

Confidential Information Used: Personnel related information, family and child background information, including economical, medical, and educational information.

Special Demands: Potential eye strain, Driving/travel, alternative hours, alternative locations.

Special Requirement: Current Act 33, Act 34, and FBI clearance documentation. Valid PA driver's license, verification of car insurance, access to reliable transportation.

RESPONSIBILITIES: Duties may include any or all of the following. This list is intended to be representative.

01. Develop and implement PA Pre-K Counts plan, procedures and trainings.
02. Oversee PA Pre-K Counts project daily operations.
03. Assure program compliance in accordance with current OCDEL and other local or state regulations.
04. Plan the Instructional Program and coordinate activities necessary to complete educational objectives including creating forms and coordinating with other partners.
05. Interpret program rules, procedures and policies and assures compliance at all levels.
06. Responsible for annual self assessment process using the required tool. Create and implement a continuous quality improvement plan using the results.
07. Attend meetings with individuals, parents, public and private agencies on behalf of PA Pre-K Counts as necessary.
08. Review and authorize time and attendance records and end of month paperwork.
09. Prepare and submit reports to OCDEL, the Pre-K Manager, and other administrators as required.

10. Recommend changes and improvements necessary to support program growth and development.
11. Participate in meetings, job related training and continuing education programs as required by supervisor or OCDEL regulations.

The following areas are specific to day to day supervision of PA Pre-K Counts staff, including partnering agencies.

12. Supervise staff by:
 - Reviewing and monitoring staff schedules (community outings, classroom activities, conferences schedules)
 - Holding staff meetings with PA Pre-K Counts and partners.
 - Giving immediate crisis feedback to staff on daily operational challenges. Responding to staff concerns/questions via phone calls, memos, problem solving, etc. Overseeing the planning, scheduling, developing and implementing of staff training.
 - Observing staff and then providing written feedback through observations/evaluations (informal observations followed up with memos and/or meetings.
 - Arranging coverage for staff absences and serving as a substitute when necessary
 - Approving community outings and giving input for pre and post classroom activities, etc. Approving and coordinating "special" activities with staff, supervisors, and parents to be implemented at classroom as necessary
 - Reviewing pertinent Early Childhood Development documentation and records ongoing.
13. Visit and observe classrooms at the minimum of two times per program year.
14. Communicate with other professionals, local schools systems, staff and parents to address concerns, resolve problems, or provide support/information on the procedure and curriculum (i. e. , Advisory, staffing, parent meetings, staff meetings, etc.).
 - Maintain communication with the assigned State Pre School Specialist.
 - Maintain communication with staff and partners regarding regulations, etc.
17. Attend meetings and seminars as a representative for the corporation. Compile forms, time cards, and other paperwork as required. Perform other work as required or requested.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE:

\$21.25 / hr. - \$44,200 annually

FULL TIME/FULL YEAR

40 hours / week

Base Site: Shaler Area School District