



Job Description
JOB TITLE: Curriculum Supervisor

EXEMPT: Yes

DEPARTMENT: Head Start

REPORTS TO: Assistant Director HS/EHS

DATE: 07/20/2018

SALARY LEVEL: Refer to Current Salary Chart

LOCATION: Head Start Office

HOURS: 40 hours per week/ Full Time

APPROVED BY: HR Manager

SUMMARY OF THE POSITION:

Under direction of Assistant Director, ensures the implementation of curriculum fidelity for the Head Start and Early Head Start programs in compliance with ACF Performance Standards, the Service Area Written Plans, and California State Licensing regulations. Monitor and train to assure that program is providing high quality and child development services for all children enrolled in program including children with disabilities to promote cognitive, social and emotional growth for later success in school. Support teaching staff in the Head Start, Early Head Start, and Prenatal Home Visiting Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assure that teachers are implementing Creative Curriculum including individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework Ages Birth to Five.
- Assure that parents are being encouraged to involve themselves in an ongoing manner in their child's learning and development. This will be done through monitoring phone calls and periodic attendance at parent meetings.
- Evaluate classroom sites to assure that we are providing organized learning environments that promote healthy development and children's skill development. Assure appropriateness of environment that allows for inclusion of children with disabilities.
- Provide individualized and ongoing monitoring and professional development for teaching staff as necessary.
- Review curriculum for each classroom and provide feedback at least one time per month
- Review teaching practices to assure that they emphasize nurturing and responsive practices, interactions and environments that foster trust and emotional security.
- Assure that high quality project based learning/studies are being implemented in each classroom classrooms throughout the entire school year.
- Monitor to assure that quality data collections are taking place in group and individual activities.
- Monitor to assure that teachers are implementing anecdotal data into TS Gold in a regular and consistent manner and that deadlines for completing progress period reports are met.
- Review lesson plans to assure that intentional high-quality learning activities are taking place during outdoor time.
- Assure that teachers are using Mighty Minutes, Teaching Guides and other Creative Curriculum Resources to fidelity.
- Recognize that bilingualism is a strength and assure that we are implementing research-based teaching practices that focus on both English language acquisition and the continued development of the home language
- Monitor to assure that teachers are using screening outcomes to plan next steps in development for children within their lesson plans and individualization;
- Assure that teachers are communicating on a regular basis with parents, that they are knowledgeable of curriculum and that the curriculum reflects parent input.
- Support home visiting staff to assure that pregnant moms are being linked to community resources and being taught parenting education skills.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/CERTIFICATES and/or EXPERIENCE:

- a. BA or advanced degree in Early Childhood Education OR
- b. BA degree in a field related to Early Childhood Education with the 12 core units of ECE

In Addition to A or B

- Three semester units in Administration and Supervision and willingness to complete an additional 3 units and 2 units in adult supervision semester units
- 3 units infant/toddler
- Three years' experience in a pre-school/infant/toddler classroom
- Current Pediatric First Aid, CPR and Health and Safety Course
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, and have a current (within one year) TB clearance and Health Screening Report.

Preferred: Bi-lingual English/Spanish

KNOWLEDGE AND SKILLS:

- Working knowledge of the principles and practices of child development and adult learning styles.
- Understanding of the principles of bilingual and multicultural education
- Intermediate personal computer skills with word processing and email experience
- Strong oral and written communication skills
- Bilingual, Spanish/English preferred
- Knowledge of culturally diverse groups and persons from low-income families
- Advanced skills in reading, analyzing, and interpreting procedures and governmental regulations
- Advanced ability to write reports and correspondence. Advanced ability to effectively present information and respond to questions from groups of parents, children and staff
- Intermediate ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Advanced ability to solve practical problems and deal with a variety of situations with good judgment
- Advanced ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Have or be willing to obtain CLASS Reliability Certification that must be renewed annually

PERSONAL CHARACTERISTICS

- Dependability, initiative, good judgment and ability to function with minimal supervision
- A sincere interest in children and parents and their needs

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate and sometimes noisy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit at a desk and sometimes use a computer. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 15% of the time, to centers, meetings, trainings, and home visits as scheduled throughout the year. The employee spends approximately 25% of the time writing and/or keyboarding.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____