



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Supervisor of PEA Early Childhood Programs	
REPORTS TO:	Executive Director of Curriculum and Instruction	
DATE APPROVED:	November 20, 2024	BY: Board of Education

NATURE AND SCOPE OF JOB:

Provides assistant to the Executive Director in leadership, supervision, and coordination of the development, support and administration of the early childhood programming, including curriculum, instruction, assessment, and all related staff development within the district.

QUALIFICATIONS:

1. Hold or be eligible for a valid New Jersey Supervisor and/or School Principal Certificate.
2. Hold a Master's Degree from an accredited college or university.
3. Have at least five (5) years of successful teaching experience and two (2) years of administrative experience as a Supervisor, Principal, Vice Principal.
4. Demonstrate leadership in school improvement, program development, curriculum integration, and application of technology across the curriculum.
5. Demonstrate knowledge of current trends and research-proven strategies in reading, language arts, mathematics, science, social studies, technology, assessments.
6. Experience in collaborating with staff to plan, organize, and implement professional development.
7. Demonstrate leadership in budget development, fiscal responsibility, data-analysis and coordination of assessment programs.
8. Demonstrate ability to coordinate grant processes (evaluations, budget, reports, applications) for purposes of ensuring compliance with all grant requirements.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Assist with overseeing a well-articulated educational program that is current, comprehensive, and consistent with Hackensack Public Schools Vision and Mission, and ensures the implementation of the New Jersey Student Learning Standards.
2. Assist and collaborates with educational partners and coordinates in the development of curriculum (PreK) and the implementation of instructional programs including the evaluation of classroom instruction on a regular basis.

3. Fosters collaboration with community providers, building support for sustainability and helping to establish a consolidated early learning governance structure.
4. Assists in the development of instructional materials with a wide range of mental, physical and emotional maturities suitable for the instruction of Early Childhood students.
5. Assists in developing activities for parents that promote parent participation and involvement in Early Childhood education activities for their children.
6. Assist with the reviews and makes recommendations for the assessments used for evaluating students throughout the school year and the data obtained from the assessments.
7. Assists, prepares and manages a budget that will provide for the instructional materials necessary for an Early Childhood program, for staff development for all Early Childhood staff, and for other needs necessary for an effective program.
8. Establishes and oversees curriculum in response to district goals and state requirements and assures that curriculum is implemented in the classroom.
9. Builds community partnerships, and child care programs to build collaborative relationships with community organizations that support positive child and family outcomes.
10. Establishes relationships with Collaborations to ensure a comprehensive strategy for the Early Childhood Program.
11. Engages with the teachers in developing a master schedule that utilizes staff and building resources to a maximum degree of effectiveness for the Early Childhood Programs.
12. Collaborates with administrators to ensure that the Early Childhood program and the curriculum integrate with other district programs and the Core Curriculum Content Standards.
13. Ensures the integration of all instructional programs with special emphasis on vertical articulation and continuity.
14. Observes and evaluates the quality of instruction of teachers in all content areas and makes recommendations for continued employment of teachers, in accordance with code and Board policy.
15. Attends all regular Board of Education meetings and participates in relevant administrative meetings conducted by the Superintendent.
16. Assists with managing the Preschool Expansion Aid grant, including writing, editing, data collection, budget preparation, ensures compliance with all federal, state grant requirements.
17. Collaborates with all administrators to collect, analyzes and interprets assessment results for dissemination to the Board of Education and the public.
18. Maintains a collaborative working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision-making process.
19. Protects the confidentiality of student data, and all records and information gained as part of exercising professional duties, and use discretion in sharing such information, within legal confines.
20. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
21. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
22. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.