Eastpointe Community Schools
Early Learning Center Supervisor (189)

JOB POSTING

Job Details

Title
Early Learning Center Supervisor

Posting ID
189

Job Title: Early Childhood Supervisor
School/Responsibility: Eastpointe Early Learning Center

Position Description:
Under the direction of the Executive Director of Student Support Services, the Early Childhood Supervisor will work with staff, students and parents to design and implement a quality early childhood learning experience for students ages 0-5. The Supervisor will evaluate the effectiveness of programs, evaluate teaching and support staff and leverage resources to provide a quality experience for all students, families and community. The ideal Supervisor will drive the expansion of the services provided to our students, families and community for an effective and appropriate school experience prior to entering Kindergarten and engage families and the community of Eastpointe Community Schools.

Minimum Job Qualifications:

- Master’s Degree in Early Childhood Education or Child Development required
- A valid Michigan Teaching Certificate with a ZA/ZS endorsement preferred
- Bachelor’s Degree in Early Childhood Education, Child Development, or related field
- Five or more years of relevant experience including preschool classroom teaching; preference given to a candidate with GSRP experience
- Training in and experience with research-based preschool curricula and knowledge of Early Childhood Standards of Quality for Pre-K (ECSQ-PK); formal training in Creative Curriculum preferred
- Training certifications and/or experience in administering assessments such as the Program Quality Assessment (PQA) preferred
- Administrative Certificate
- Program leadership experience in early childhood or related field
- Possible knowledge in adult education, parenting courses, or virtual learning

Our Early Childhood Supervisor will skillfully demonstrate:

- Strong desire and ability to achieve outstanding student achievement results in a short amount of time.
- Willingness to leverage the student support network to ensure that students’ social, emotional, nutritional and health needs are addressed
- Ability to create and execute clear, logical plans to grow and develop a multifaceted community service program in both Early Childhood and Community Partnerships
- Talent to develop organized routines, communicate clear expectations, and grow a positive school culture. (Both in person and remotely.)
- Skill to build a professional environment that is one of mutual respect, teamwork, and accountability.
- Aptitude to sustain an effective system of shared leadership and responsibility throughout the early childhood center and in district programming to serve families, community and parents.
- Skill to foster collective responsibility by mobilizing structure, strategies, practices, and the use of resources for the ongoing evaluation and improvement of early childhood programming.
- Capacity to develop relationships with community partners to serve the needs of all students, parents, families and citizens of Eastpointe.
- Will to develop an Early Childhood Center that not only provides instruction but a hub of the community for learning, support services, and helping families.
Vision to grow and develop programming beyond the school day to serve the Community.

**Responsibilities will include but not be limited to:**

- Fulfill essential responsibilities of the Early Childhood Specialist as identified in the MDE GSRP implementation manual.
- Support GSRP teachers regarding curriculum, licensing and program implantation.
- Conduct program evaluation using the Program Quality Assessment (PQA) and assist teachers in developing and monitoring program quality improvement goals.
- Review children’s files/documentation and talk with administrators to complete Form B of the PQA.
- Meet with teachers and appropriate administrators to review assessment results and develop goals and related improvement plans, including plans for professional development.
- Coach and mentor classroom teachers to carry out improvement goals.
- Assist teachers with completing all GSRP documentation required by the Michigan Department of Education and the Macomb ISD.
- Foster positive relationships with local school districts and community agencies.
- Perform other related tasks as directed by the Executive Director of Student Support Services.

**Selection Committee**

**Evaluated By:** Assistant Superintendent and Executive Director of Student Support Services

**Salary Data:** $45,000 - $50,000 Contingent on experience. This is a non-affiliate position.

**More Information about Eastpointe Community Schools:** [www.eastpointeschools.org](http://www.eastpointeschools.org)

**Applications Accepted**

<table>
<thead>
<tr>
<th>Shift Type</th>
<th>Full-Time</th>
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<tbody>
<tr>
<td>Salary Range</td>
<td>$45,000.00 - $50,000.00 / Per Year</td>
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<tr>
<td>Location</td>
<td>EASTPOINTE EARLY LEARNING CENTER</td>
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**Start Date** 08/03/2020

**End Date** 08/25/2020