

Vail School District Job Description

Job Title: Early Childhood Enrichment Supervisor

Department: Vail Inclusive Preschool

Reports To: Director of Vail Inclusive Preschool

FLSA Status: Non-Exempt

Classification: Level 14

Approved: 3/10/2020

SUMMARY

Provide general clerical, administrative and supervisory duties, including training and mentoring of Enrichment Program staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented; other duties may be assigned. To perform this job successfully, an individual must be able to perform each of the essential duties in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clearly and effectively articulates the philosophies and goals of VIP to staff, families and the community.
- Assists with curriculum, documentation, professional staff development, and mentoring.
- Assists in the recruitment and interviewing for staff.
- Assists Administration with supervision and evaluation of staff.
- Assists in the formulation of staff schedules, parent/community events, and field trips of the Enrichment Program.
- Adheres to all Vail Unified School District, DHS Licensing, and Quality First policies and procedures.
- Schedules staff substitutes on an as needed basis.
- Assumes duties of absent staff members when necessary.
- Attends staff meetings and other required meetings.
- Performs a wide variety of special assignments from confidential to supervisory with minimal supervision on behalf of Administration.
- Assists with 90 day and yearly evaluations of employees according to established VIP Enrichment Program.
- Maintains a work atmosphere that generates trust, confidentiality, collaboration and caring.
- Assists with the supervision of the campus.
- May be directed to perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the indirect day-to-day supervision of employees, as assigned by the Director or Assistant Director of Vail Inclusive Preschool.

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 and/or EXPERIENCE

- Must be able to work with a diverse student population, including those with various handicaps and special needs.
- Associate's Degree or CDA certificate AND two years experience in childcare, education, or closely related field; or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Vail Inclusive Preschool.
- Preferred Education: AA or Bachelors Degree in appropriate field of study.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public. Proficient computer and typing skills are required.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions. Ability to manage difficult or emotional student, family, and staff situations. Responds promptly, and solicits feedback to improve service. Meets commitments.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply commonsense and understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must obtain and maintain valid First Aid and CPR certifications.
- Must participate in appropriate training in AED, CPR, and First Aid, as needed.
- Must obtain and maintain a valid Arizona fingerprint clearance card.
- Must submit a report of a negative Mantoux skin test administered no later than 12 hours after the employment start date; or a physician's written statement that the employee is currently free of tuberculosis.
- Must have a valid Arizona driver's license and proof of current automobile insurance.

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working inside and outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate.

TRAVEL

This position requires the employee to be able to travel efficiently between the assigned school sites and other locations within the local area. Travel is occasional in the local area with infrequent trips within the state.