

GLASSBORO PUBLIC SCHOOLS  
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: Supervisor of Early Childhood Programs (Located at: Mitcho Early Childhood Center)

QUALIFICATIONS: Valid New Jersey Supervisor Certificate (Principal Certification preferred). Experience in early childhood education, preschool programming, and inclusive practices. Demonstrated knowledge of developmentally appropriate practices, early literacy, and preschool curriculum, including Creative Curriculum. Experience with program evaluation tools such as Grow NJ Kids, ECERS-3, TPOT, or similar frameworks. Proven ability to support staff, manage multiple responsibilities, and maintain a positive learning environment. Strong communication, interpersonal, and organizational skills. Ability to work collaboratively with families, staff, and community partners. Criminal history background check required.

REPORTS TO: Principal, J. Harvey Rodgers School and works in conjunction with the Director of Elementary Education and district administration.

JOB GOAL/MAJOR FUNCTIONS:

The Supervisor of Early Childhood Programs will provide leadership, supervision, and coordination of programming at the Mitcho Early Childhood Center (Rowan University site) and support early childhood programming across district preschool classrooms. The Supervisor will ensure high-quality instruction aligned to Creative Curriculum, compliance with state and federal requirements, and alignment with district initiatives. This position requires flexibility and the ability to support all operational aspects of the site, including assuming responsibilities typically assigned to support staff when needed.

PERFORMANCE RESPONSIBILITIES:

1. Supervise, observe, and evaluate instructional staff in coordination with the Principal and Director of Elementary Education.
2. Support the implementation and fidelity of Creative Curriculum, including lesson planning, assessment practices (Teaching Strategies GOLD) and developmentally appropriate learning environment design.
3. Serve as the primary on-site administrator responsible for daily operations, ensuring a safe, organized, and effective learning environment.

4. Assist with and, when necessary, assume responsibilities related to building operations, including acting as backup support for nursing, clerical, custodial, and other essential functions to ensure continuity of operations.
5. Coordinate and complete all requirements associated with Grow NJ Kids for the Mitcho Early Childhood Center, including documentation, submission, and program monitoring.
6. Support the collection, organization, and submission of Grow NJ Kids documentation for preschool classrooms at the J. Harvey Rodgers School.
7. Serve as the district liaison for the Head Start Program, ensuring alignment, communication, and compliance with all program expectations.
8. Collaborate closely with the Director of Elementary Education, Principal, district administration, and instructional staff to ensure consistency, alignment, and quality across all preschool programs.
9. Provide coaching, modeling, and professional development to staff on Creative Curriculum implementation, early literacy, inclusion, and classroom management.
10. Monitor program quality through classroom visits, data collection, and feedback to ensure continuous improvement.
11. Assist in the coordination of early childhood assessments, data analysis, and reporting of student progress.
12. Support family engagement efforts, including communication with parents and coordination of events and meetings.
13. Assist in student discipline and support positive behavior practices aligned with early childhood frameworks.
14. Ensure compliance with all local, state, and federal regulations related to early childhood programming.
15. Collaborate with external partners, including Rowan University staff and community agencies, to support program success.
16. Assist in hiring, onboarding, and mentoring early childhood staff as needed.
17. Maintain accurate records, reports, and documentation related to program operations and compliance.
18. Participate in district and county meetings related to early childhood programming.
19. Perform such other duties and responsibilities as assigned by the Principal or Director of Elementary of Education.

TERMS OF EMPLOYMENT:

This is a ten and a half (10.5) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.