

EMPLOYEE NAME: \_\_\_\_\_

Created: 6/16; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Early Learning	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic – Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Instruction & Innovative Practice	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Instruction and Innovative Practice	<b>PAY GRADE:</b> CS1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership, resources, and consultative services to the Cobb County School District community in order to support early learning initiatives, with a focus on Birth – 2 <sup>nd</sup> Grade.	

**REQUIREMENTS:**

1.	Educational Level: Master Degree required; Birth-5 or Early Childhood Major in Undergraduate or Master Degree preferred
2.	Certification/License Required: Valid Georgia teaching certificate, minimum of L-5 Leadership certificate
3.	Experience: 5 years of experience in education required; documented leadership experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; demonstrated leadership experience/ability; excellent interpersonal skills; ability to manage and direct multiple programs; knowledge of transformational educational models; ability to coordinate committee work to reach District goals; effective technology and budgeting skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Works with District and local school personnel to implement and support effective early learning instructional strategies in grades K-2.
3.	Leads early learning initiatives and partners with community partners and internal stakeholders to address needs.
4.	Collaborates with local school personnel to maximize relationships with the community to serve as partners in serving early learning initiatives.
5.	Collaborates with Academic Division Supervisors on K-2 Literacy and Math foundational support.
6.	Collaborates with Academic Division Supervisors and staff to support instruction in Early Intervention Programs (EIP).
7.	Collaborates with Academic Division staff to support work with early learners, including Special Needs Pre-K and Speech and Language.
8.	Collaborates with District Technology and Teaching & Learning personnel to best utilize technology as a tool for early learning.
9.	Conducts research to determine international best practice on early learning and collaborates with content and intervention staff to implement.
10.	Utilizes multiple sources of data to determine effectiveness of early learning initiatives, as well as recommendations for sites best suited for innovation.
11.	Actively seeks and applies for grant opportunities in the area of early learning.
12.	Collaborates with early learning education community providers to establish transition to school.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_