



Formerly Niagara Children Education & Treatment Center
9812 Lockport Road, Niagara Falls, NY 14304 (716)297-1478 X160

Job Description

Position Number:

Job Title: Assistant Supervisor

Division: Education

Department: Children's Academy

Reports To: Director of Education

Prepared By: Rebecca R. Rush

FLSA Classification: **Exempt**

I. PURPOSE OF THE JOB

The Assistant Supervisor is responsible for assisting in the operation of the preschool education programs by enhancing the development of the teaching staff which in turn enhances the children's educational plans. The Assistant Supervisor receives general direction from the Director of Education.

II. ESSENTIAL FUNCTIONS

- Manages classroom staffing so that ratios meet day care and state education guidelines by preparing schedules for work coverage, calling in substitute or part-time staff, or combining classrooms when appropriate;
- Provides daily support to teaching staff when needed, which includes but is not limited to, supporting children who need additional help;
- Provides support to teaching staff for implementation of Second Step and Pyramid Modal;
- Maintains adequate classroom supplies for children and orders special requests approved by DES;
- Prepares monthly statistical reports
- Manages the system for the collection of required documents from staff (time cards, weekly time record, time off slips, day care training hours, student quarterly report cards);
- Review reports and letters for person centered language; tracks information for follow-up;
- Assists in front office and in classrooms when needed.

III. OTHER DUTIES AND RESPONSIBILITIES

- Functions as a member of the school leadership team;
- May participate in candidate interviewing process;
- Other duties as assigned by the DES.

IV. SUPERVISORY RESPONSIBILITIES

- Assists in supervision of teaching staff ensuring the Children's Academy curriculum is followed, and that lesson plans address individual educational goals;
- Assists in annual performance appraisals and presents them to assigned staff following DES approval.

V. KNOWLEDGE AND SKILLS

- Bachelor's degree with a strong understanding of early childhood development. Experience is strongly recommended. Master's degree preferred.
- Ability to use computer applications (excel, Microsoft word, IEP Direct, agency software)
- Must be able to make sound decisions based on a combination of good judgment, regulations and Empower's policy and procedures;
- Excellent presentation skills including written and verbal communication and interpersonal skills;
- Must be highly motivated, well organized, self-directed and work without direct supervision.
- NYS Teaching Certification License highly recommended.

VI. FISCAL RESPONSIBILITY

- The Assistant Supervisor can distribute paychecks at the direction of the DES or designee.

VII. EXTENT OF PUBLIC CONTACT

- They should expect daily contact with teaching staff, children and families;
- May represent Empower at community meetings.

VIII. FUNCTIONAL ABILITIES (with or without reasonable accommodation)

- Fluent in reading, writing and speaking English;
- Visual and auditory acuity sufficient to conduct interviews and observations and make assessments of children and teachers using verbal and non-verbal cues;
- Mobility sufficient to attend to required activities in and out of the office including home visits and other school related business;
- Ability to lift or transfer children up to 50 pounds, as needed;
- Ability to travel between sites and within the community including private homes;
- Ability to work some additional hours as may be necessary on an occasional basis.