



Job Title: BABY SCHOLARS PROJECT SUPERVISOR

Location: ELNC Program Offices

Employment Status: Full-Time, Exempt

Salary Classification: Supervisor

Summary of Job:

Baby Scholars Project Supervisor is responsible for the implementation and management of the *Parent Instruction* and support components of all ELNC Home Visiting and Playgroup Programs. The Baby Scholars Project Supervisor is responsible for the overall coordination of all activities and resources necessary to implement and manage Play and Learning Strategies (PALS), a parenting education, child development, and playgroup programs. The primary responsibilities for this position include providing clinical supervision for all direct instruction staff Parent Educators, Play Facilitators, and administrative oversight of the Home Visiting and Playgroup programs.

Direct Supervisor: The Director of Programs

Direct Staff Supervised: Parent Educators and Play Facilitators

Other Key Relationships:

The Baby Scholars Project Supervisors will also interact with and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Participate in development and implementation of seamless early childhood delivery systems in targeted zones
- Coordinate with Early Learning Neighborhood Collaborative (ELNC) staff and other early childhood program peers
- Develop and implement strategies to recruit and retain program participants
- Plan and implement staff training that includes follow-up technical assistance.
- Procure all necessary materials to implement project components
- Oversee delivery of direct instruction to children 0-5 in various settings
- Supervision of Direct Instruction staff through periodic site visits and regular meetings to discuss progress, challenges, protocols and policies
- Ensure fidelity to curriculum model

- Conduct and develop partnerships with appropriate partners in the community to offer training opportunities for parents, community members and service providers.
- Collect, compile and monitor data in accordance to the evaluation plan, protocols, and data security procedures
- Analyze data and produce reports for external/internal purposes such as program and staff management and to enhance family outcomes or quality improvement plan.
- Provide fiscal oversight of operational budget, maintain necessary financial documentation and assist with annual budget preparation
- Assist and/or participate in all ELNC major projects and activities
- Adheres to all policies contained in ELNC's Employee Handbook
- Performs duties as assigned

Site specific duties:

- None.

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge's, Skills, And Abilities

- Ability to utilize agency resources, technology and library to appropriately answer questions and provides guidance to staff and parents.
- Ability to train and provide presentations to large and small groups.
- Ability to collaborate with and have working knowledge of local community resources related to disability services.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Excellent diagnostic and problem solving skills.
- Ability to meet the needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.
- Regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet. Occasional bending, stooping and lifting up to 25 lbs.

Minimum Required Education and Experience:

- Bachelor's degree with emphasis in Parenting Education, Child Development, Maternal-Child Health, Early Childhood Education, Social work, or a related field. Master's Degree preferred. Bilingual English-Spanish preferred.
- Two years working with young children and parents.
- Two years in program management and/or supervision in community setting.

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects