

HAMILTON TOWNSHIP SCHOOL DISTRICT

POSITION CODE: 0303

CERTIFIED

Central Management Support

TITLE: SUPERVISOR OF EARLY CHILDHOOD EDUCATION

QUALIFICATIONS:

1. New Jersey Principal or Supervisor Certificate
2. Three years preschool teaching experience preferred
3. Administrative experience preferred
4. At least a Masters degree
5. Excellent written and oral communication skills

REPORTS TO: Building Level Responsibilities - Building Principal
District Level Responsibilities - Director of Curriculum and Director of Student Services

JOB GOAL: To implement high-quality preschool program driven by research-based best practices which meet the guidelines of the New Jersey Preschool Teaching and Learning Standards.

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements the preschool budget, preschool program plans, annual updates and professional development plans.
2. Provides assistance to all staff on professional development and best program practices and in the implementation of appropriate early childhood practices within the preschool program.
3. Collaborates and communicates with school district Special Education Department in providing appropriate services for special needs students.
4. Coordinates annual program evaluation and contributes to the development of long range facilities plans.
5. Facilitates recruitment and outreach efforts.
6. Oversees contractual compliance with private providers and local Head Start agencies.
7. Facilitates transition initiatives in collaboration with school administrators.
8. Meets regularly with private providers, including local Head Start agencies, to foster collaboration and program implementation including, but not limited to, fiscal and curriculum information.
9. Oversees the implementation of the comprehensive preschool curriculum.
10. Administers strategies designed to help teachers and other professionals optimize children's learning and development in all domains.
11. Oversees the hiring, supervising and evaluation of all in-district staff funded by the preschool

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programmatic budget.

SUPERVISOR OF EARLY CHILDHOOD EDUCATION (cont'd)

12. Ensures that each private provider and local Head Start agency implements a system for classroom teacher observations.
13. Performs other related duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: BOE

Date: 8-28-24

Revised: 8-19-2026

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under
tenure	in public school system
<u>N.J.A.C.</u> 18A:7F	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.

SUPERVISOR OF EARLY CHILDHOOD EDUCATION (cont'd)

<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
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SUPERVISOR OF EARLY CHILDHOOD EDUCATION (cont'd)

<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts

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<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9B	State board of examiners and certification
See particularly:	
<u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9B-9	Instructional certificates
<u>N.J.A.C.</u> 6A:9B-11.3	Authorization
<u>N.J.A.C.</u> 6A:9B-11.6	Supervisor
<u>N.J.A.C.</u> 6A:9-13	Acting administrators
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school
leaders	
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
See particularly:	
<u>N.J.A.C.</u> 6A:10-2.1 <u>et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:10-4.1 <u>et seq.</u>	Components of teacher evaluation
<u>N.J.A.C.</u> 6A:10-5.1 <u>et seq.</u>	Components of principal evaluation
<u>N.J.A.C.</u> 6A:10-6.1 <u>et seq.</u>	Evaluation of teaching staff members other than teachers, principals,
vice	
	principals and assistant principals
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>SUPERVISOR OF EARLY CHILDHOOD EDUCATION (cont'd)</u>	

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.