



City of Tempe

TEMPE PRESCHOOL RESOURCE EXPANSION SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	559	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Human Services	<i>Salary / Hourly Minimum:</i>	\$70,285
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$94,885
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Museum Manager
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Human Services Manager as well as from other supervisory and management staff.

Exercises direct supervision over Tempe PRE Coordinator, Tempe PRE Data Analyst and professional and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	A minimum of four years of experience managing large projects providing leadership and program administration. Knowledge and experience with Arizona’s early care and education policies and regulations governing the operation of early childhood programs. Bilingual preferred.
<i>Education:</i>	Requires a Bachelor’s degree from an accredited college or university with major work in early childhood education, child development or closely related field. Master’s degree preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • May require the possession of, or required to obtain an Arizona fingerprint clearance card. • May require the possession of, or required to obtain a CPR certification.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. The Tempe PRE (Preschool Resource Expansion) Supervisor is critical to the success and effectiveness of the city's pilot preschool project. This position administers and supervises the key components of this program which will serve approximately 360 children across multiple locations. The Supervisor will facilitate the coordination of services by participating school districts, governmental agencies, researchers and a variety of city staff and elected officials to collaboratively create a comprehensive high-quality preschool system for young children and families. The Supervisor provides significant leadership toward that goal by building and maintaining positive relationships with partner organizations and agencies at the local and state level.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform supervisory level functions in planning, implementing and monitoring program objectives and requirements.
- In coordination with the Human Services Manager, monitor intergovernmental agreements to ensure they are properly executed and updated on a timely basis.
- At the direction of the Human Services Manager, coordinate, speak at and/or attend meetings such as parent and school functions, city council meetings, trainings, organizational partnership meetings, community forums, etc. providing reports and other information as needed.
- Provide oversight and support for data tracking and analysis initiatives as needed.
- Supervises and supports the work of the Tempe PRE Coordinator and the Tempe PRE Data Analyst.
- Work closely with all Tempe PRE partners including but not limited to school districts, Quality First, and non-profit organizations to ensure smooth operation of all classrooms, project partnerships and research expectations.
- Provide ongoing technical assistance and support to all partners and staff involved in providing both high-quality preschool classrooms and high-quality educational opportunities for children.
- Develop implementation plan for the integration of the Positive Parenting Program (Triple P) into Tempe PRE locations.
- Operate city vehicle to and from various Tempe PRE sites and school district offices.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles (to and from Tempe PRE sites and school district offices);
- Work in a stationary position at desk or at computer for considerable periods of time;

- Operate computers in performing job duties, calculators, and other office machines;
- Extensive reading and close vision work.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 2017

April 2019 (updated Manager title under reporting relationships and under duties/responsibility)