

Site Supervisor-Leadership duties

Complies, assists with creation, and implements updates of the ECELS Parent Handbook and Operational Manual.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Maintains and updates ECE Lab School website, enrollment packets, parent contracts, and EZ Care program as needed.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

In the absence of the coordinator or in coordination with the coordinator submits work orders and purchasing requests as needed.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Palomar College
ECELS Site Supervisor Leadership Survey

In coordination with the coordinator and teachers, works to maintain a safe environment for young children; inspects and reports replacement/repair needs to ensure that the physical plant is maintained in good repair; monitors outdoor play areas to ensure that children cannot gain access to unsafe or unsupervised areas.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Demonstrates fiscal responsibility for ECELS by maintaining teacher:child ratios (based upon Title 5 and Title 22 regulations), while not overstaffing classrooms.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Assists in developing program philosophy, goals and objectives, in coordination with the coordinator and teachers.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

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ECELS Site Supervisor Leadership Survey

Oversees child enrollment. Completes the application process for current and new families; enrolls families to maintain a fully enrolled program (as much as possible) and provides ECELS information and gives parent tours.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

In coordination with the coordinator, oversees supervision of staff, families, and children of an assigned site. Assists with staff evaluations.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Distributes information and changes regarding staff, children and/or families to teachers in a timely manner.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Assists with orientation of new staff to ECE Lab School policies and procedures.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

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ECELS Site Supervisor Leadership Survey

Informs staff, parents, and child development students of ECE Lab School policies and regulations.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Assists in providing in-service training for staff.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Gathers documentation for the State of California, California Department of Education, Community Care Licensing, and Food Nutrition; assists with compliance meetings with these agencies.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Maintains all Community Care Licensing policies and procedures. Meet with licensing representative as needed and submits reports as necessary.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

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ECELS Site Supervisor Leadership Survey

In coordination with the coordinator, creates staffing plans for individual site. Schedules classroom, kitchen, and break teachers and staff at the beginning of each new term/semester.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

In the absence of ECE Lab School staff members, arranges for substitutes as needed, and if necessary, substitutes in the classroom for staff members to maintain child-staff ratios.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

When substituting in the classroom, maintains program policies and classroom rules.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Attends and participates in regular site and ECE Lab School staff meetings; in the absence of the Coordinator, leads staff meetings when necessary or for site.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Palomar College
ECELS Site Supervisor Leadership Survey

Assists and participates in regular Parent Advisory Council (PAC) meetings. When delegated, plans, organizes and leads PAC meetings.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Participates and assists in planning of ECE Lab School events/functions including, but not limited, to orientation, open house, end of the year party, and parent breakfast.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Invites and encourages family participation, including writing and organizing the ECELS monthly newsletter.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

When needed, participates in parent-teacher conferences. Provides referrals when requested or necessary.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Communication

Maintains confidentiality of child/family conversations, records, and reports.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Communicates clearly and concisely, both orally and in writing.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

Establishes and maintains effective working relationships with those contacted in the course of work.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

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ECELS Site Supervisor Leadership Survey

Demonstrates positive interpersonal communications with children, parents and staff.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments:

When needed, negotiates and uses appropriate conflict resolution skills.

Very Effective

Effective

Somewhat Effective

Not Effective

Unable to Answer

Comments: