
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action __X__

Item: GSRP Supervisor

Submitted by: Ashley Karsten

Date: __5/8/2025__

Recommended by: Jenny Fee

Board Meeting Date: __5/19/2025__

RECOMMENDATION:

The Great Start Readiness Program is seeking approval of an additional GSRP Supervisor. This position is a 260 day, non-union professional, grade 8 position.

BACKGROUND:

With the expansion of the Great Start Readiness Program, through the PreK for All initiative across Michigan, Kent County plans to expand classrooms across the county. This expansion will provide Kent County children access to free, high, quality preschool. Research on the Great Start Readiness Program indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a high-quality preschool program.

In Kent County, the Great Start Readiness Program is currently operating over 230 four-year-old preschool classrooms. Kent ISD directly operates 86 of those classrooms. This school year, close to 3,500 students attended preschool through GSRP. Next year, we will have over 280 classrooms across the county and 94 will be directly run by the ISD. Our goal is to serve 4,500 students. As MiLEAP continues to encourage more students to participate in GSRP, Kent ISD will work with local districts and community organizations to open additional classrooms. The quality of these classrooms is dependent on hiring qualified staff, providing individualized training opportunities, coaching, and supervision. In order to provide high quality programming for our youngest students, we need the additional support at the administrative level.

GREAT START READINESS PROGRAM (GSRP) SUPERVISOR

Title: GSRP Supervisor

Kent ISD
Multiple Program Sites
Salary Position – Non-Union Professional: Grade 8
Full-Time, 260 Days

Reports To: Director of Early Childhood

Positions Supervised: GSRP Program Staff

Broad Summary Statement of General Responsibilities:

Lead in collaboration with co-supervisors to provide program coordination, teacher supervision and evaluation to ensure delivery of quality educational services to families and young children.

Minimum Job Qualifications:

1. Master's Degree in Early Childhood, plus minimum five (5) years' experience in early childhood teaching/coaching/administration
2. Demonstrated knowledge of best practices for preschool curriculum, instruction and programing
3. Experience in effective supervision and development of personnel
4. Ability to plan and facilitate professional development for adult learners
5. Knowledge of essential components for effective personnel recruitment, selection, retention and supervision
6. Strong technology skills including the effective use of variety of devices, software and applications for the preparation of proposals, presentations, reports, budgets, illustrations and record keeping systems
7. Experience with Connect4Learning, COR, CLASS, Ages and Stages and other early childhood assessments.
8. Knowledge of basic budgeting, bookkeeping and record keeping skills necessary and able to work with computerized budget development and management systems
9. Requires high level of communication and interpersonal skills to interact effectively with administrators, peers, constituent district staff and the general public.
10. Ability to meet deadlines, strong attention details, to effective time management, prioritize and work independently and cooperatively as well as schedule and produce work in a timely manner
11. Strong problem-solving skills with an ability to investigate and respond to concerns
12. Must be able to maintain flexible scheduling for workshops and conferences and to make related travel arrangements.

Specific Duties & Responsibilities:

1. Provide strong leadership in collaboration with a co-supervisor overseeing all aspects of the GSRP program, at the direction of the Director of Early Childhood
2. Oversee and facilitate the work of Early Childhood Specialists
3. Provides direct supervision and/or monitoring to lead and associate teachers in GSRP classrooms
4. Conduct GSRP lead teacher and associate teacher evaluations, in consultation with Early Childhood Specialists
5. Provide or assist in training or professional development
6. Participate in personnel recruitment and selection
7. Support local school districts with Great Start Readiness Programing, recruitment, and data
8. Provide assistance with LARA Licensing, MiRegistry, and Professional Learning for each Great Start Readiness Program classroom.
9. Provide guidance and coordination for Family Participation Meetings throughout Kent County.
10. Assist Director of Early Childhood with grant compliance throughout all GSRP classrooms.
11. Assists Director of Early Childhood with program management including; gathering and compiling needs assessment data, preparing internal and external proposals, implementation plans, evaluation systems, and local, state and contracts, agreements and reports.
12. Complete and submit accurate compliance reporting as required by grants, state or other requirements
13. Attend and/or serve on pertinent committees at the county, regional and/or state level, as approved
14. Comply with applicable school policy, regulations and laws.
15. Regularly attends all (types of meetings), as required
16. Maintain regular and consistent employee attendance
17. Perform other duties and responsibilities as assigned

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the School Board may be considered. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Posting Dates:

Distribution: External & Internal

To Apply: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at www.jobs.kentisd.org

The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.

It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, gender orientation, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education.