

VIDEO 10: Preschool Administration



New Jersey Preschool Expansion Webinar Series: Preschool Administration



In this video, we'll discuss the Preschool Administration section of the New Jersey Department of Education's Preschool Education Aid application for districts applying to be part of New Jersey's state-funded preschool program. Note that preschool administration is often addressed in a larger section of the application called Preschool Administration and Health and Safety, so you'll want to check out our companion video on Health and Safety when writing this part of your application.



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DECS Preschool Website:

<https://www.nj.gov/education/earlychildhood/preschool/>

NJDOE Administrative Code Website:

<https://www.nj.gov/education/code/current/index.shtml>

When thinking about your program, it is crucial to have strong administrative oversight. To do that you'll need to make sure you're following all of NJDOE's requirements, which are discussed at length in two documents:

- The first is the preschool chapter of administrative code, which is 6A:13A: Elements of High-Quality Preschool Programs. Specifically, you should familiarize yourself with the section called Administration Oversight.
- The second is the Preschool Program Implementation Guidelines, which also contains a section called Administration Oversight.



Note: The appointed supervisor/administrator responsible for the preschool program must hold the appropriate New Jersey supervisor certificate or New Jersey principal certificate and have experience in preschool education. Refer to N.J.A.C. 6A:13A-4.1(a) for administrative ratio requirements.

Complete the Administrative Oversight table below. Please note the primary program administrator and any additional site supervisors.

Administrative Oversight						
Title	Name	Email Contact	Certification	Years of Direct Preschool Experience	Other LEA Responsibilities Unrelated to Preschool	Primary Preschool Program Administrator (Y/N)

Each district should have a primary program administrator, or “point person” that oversees the program. In previous years, this person has been referred to as the “Early Childhood Supervisor,” but in recent years is more commonly referred to as the “Primary Preschool Program Administrator.” This position is required at a “ratio of one for every 750 enrolled preschool children, minus students enrolled in school district stand-alone early childhood education buildings.” For districts who enroll fewer than 750 preschoolers, you can combine the Primary Preschool Program Administrator position with another in-district administrator position, as long as that person has the qualifications required by administrative code.

What you see on this slide is an example of the information you’ll need to include in your application, which includes how the individual or individuals administering the program fulfills the required qualifications.

The primary preschool program administrator must “hold the appropriate New Jersey supervisor endorsement or principal certificate, have at least three years of experience in preschool education, and participate in annual training specific to preschool program planning and implementation, the school district’s comprehensive preschool curriculum, and assessment.” An administrator of a stand-alone preschool building must also hold these qualifications. If a building administrator has preschool classrooms in their building but does not have at least three years of experience in preschool, they must attend professional development to gain the appropriate knowledge and understanding of preschool education.

It is important to note that, for districts that fill the Primary Preschool Program Administrator role by combining it with a school principal or school superintendent position, you may not be permitted to use Preschool Education Aid towards their salary and benefits. If you have questions about this, be sure to contact the Department of Education to ask whether the administrator salary cap will impact how you can allocate Preschool Education Aid for program administration.



You've reached the end of Preschool Administration

Video Library:

<https://nieer.org/new-jersey-preschool-expansion-webinar-series>

This brings our video on how to address Preschool Administration in your PEA application to a close. Again, the PEA application will likely require you to address Preschool Administration in a broader section on Preschool Administration and Health and Safety, so be sure to check out our companion video on Health and Safety as well. Also, for information on the other sections of the PEA application, see our library of other videos on a variety of useful topics.