

## Project NOW Job Description

<b>Job Title:</b>	Head Start Site Supervisor	<b>Created by:</b>	A. Flannery
<b>Department:</b>	Head Start	<b>Created Date:</b>	6/2022
<b>Reports To:</b>	Head Start Education Manager	<b>Revised by:</b>	C. Davis
<b>FLSA Status:</b>	Non-Exempt	<b>Revised Date:</b>	6/2022
<b>Wage Grade:</b>	?????		

### Job Summary

The Head Start Site Supervisor will play a vital role in overseeing program planning, classroom experiences, and special activities for Head Start students and families. They will be working with staff to ensure curriculum continuity and a high standard of quality in all classrooms at their designated center. This position is responsible for maintaining a safe, healthy learning environment by following all regulations and program requirements.

### Essential Duties and Responsibilities

- Maintains a safe, healthy learning environment.
- Works cooperatively with other staff and managers to conduct daily safety checks of the site and daily health checks of the children.
- Follows proper procedures in the safe and healthy care of children, including those with special needs.
- Works with staff to ensure curriculum continuity and a high standard of quality in all classrooms in the center.
- Complies with all Risk Management procedures.
- Conducts regular fire drills and tornado drills.
- Maintains regular communication with families, staff, management, and the community.
- Oversees service referrals for families.
- Ensures families have an opportunity to participate in all Head Start program activities.
- Collaborates with staff and management teams to provide high-quality, comprehensive services to families.
- Ensures parent participation and the scheduling of parent volunteers for classrooms, buses, kitchens, and other program areas.
- Confirms that center volunteers are trained on center routines, discipline, and appropriate activities.
- Oversees the production of monthly parent newsletter and other communications.
- Participates in parent orientation, committee meetings, training, and other family events.
- Submits all required reports and other paperwork in a timely manner, which includes classroom inventories, site inventories, supply requisitions, accident/incident reports, medication and allergy documentation, regulatory inspection documentation, team meeting minutes, visit and classroom observations, disciplinary documentation, referrals, follow-ups, and other family records.
- Maintains complete and accurate records of all children and staff at the center, with duplicates submitted to the main office for file.
- Conducts supervisory meetings, center team meetings, staff training, visit & classroom observations, planning sessions, and staffing for children and families.
- Oversees program planning, classroom experiences, and special activities.
- Takes a leadership role in all program activities in the absence of other program management.
- Arranges for substitutes to fill absences.
- Other duties as assigned.

## **Knowledge, Skills, and Abilities**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Ability to travel area-wide and access classroom sites and family homes to evaluate program activities.
- Knowledge of and ability to use computer software, including Databases and Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Knowledge and ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Supervisory Responsibilities:** This position is responsible for supervising the day-to-day operations of the center site and staff.

## **Requirements**

- Requires a Bachelor's degree in Child Development or early childhood education with two years experience in Head Start or other early education/family services OR a Bachelor's degree with coursework equivalent to a major in child development or early childhood education by 7/1/2013 plus two years experience in Head Start or other early education/family services.
- Reliable transportation, proof of insurance, and a valid driver's license.
- Minimum age of 21 years old to comply with regulations.
- Must be vaccinated against Covid-19.

**Physical Demands and Work Environment:** While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds, as it relates to dealing with pre-school age children. The environment will be that of a normal office environment and of the typical pre-school element.

*Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.*