

Project Now, CAA

Job Description

Job Title: Program Supervisor
Department: Head Start
Reports To: Education Manager

Prepared By: Seabolt
Prepared Date: April 2018
Approved by: Policy Council
Approved Date: June 2018

FSLA Status: Job Duties meet the exempt requirements, pay may not meet the exempt threshold

SUMMARY: Functions as a member of the Head Start team to provide comprehensive services in accordance with all regulations and program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

- Oversees all program activities within assigned sites, collaborates with staff and management team in providing high quality comprehensive school readiness services. Ensures Performance Standards, DCFS Licensing Standards and program policies and procedures are followed consistently. Coordination of substitutes for absent staff and/or serve as substitute when necessary. Report items for maintenance and repair of facilities, vehicles and other agency property to management.
- Follow discipline policies, which include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what teachers and programs should do to prevent and respond to challenging behaviors.
- Supervises Site Supervisors or site Staff (for sites with no Site Supervisor). Monitors/approves time worked for all site staff via electronic timesheets (EWS). Works w/Site Supervisors to post staff schedules.
- Utilizes database for recording and reporting data.
- **Weekly Responsibilities:** Tracks and ensures all comprehensive services are provided to all families; ensures staff entry of required documentation in ChildPlus; Runs all required weekly reports; Actively participates in management team by attending meetings as requested; Conducts regular team meetings with staff at assigned sites.
- **Monthly Responsibilities:** Run all required monthly reports; Attends monthly progress monitoring meetings.
- Coordinates with management team in preparation of reports, analyzing data and identifying solutions in a timely manner. Conducts routine visit and classroom observations.
- Assures all families have opportunity to be fully engaged in Head Start program activities. Ensures quality services are provided timely. Puts systems in place to ensure effective communication between families, staff and community services.
- Coordinates parent orientation, committee meetings, trainings, and other family events.
- Ensure systems are in place for implementation of program activities. Maintains connections with community services and other organizations, advocating for families; serving in an advisory capacity; and developing new partnerships to benefit Head Start families.
- Recruits children in Head Start by collaborating with public school registrations, developing and producing advertising and other materials, going door-to-door in service area, posting recruitment materials, distributing flyers, setting up registration sites, and other activities. Works with potential candidates in gathering registration documents and processing applications.
- Provides leadership in a team environment, including recruiting, orienting, training, coaching, and disciplining staff.
- Assists Education Manager with CLASS observations as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to travel area-wide, and to access classroom sites and family homes to evaluate program activities.
- Requires minimum age of twenty-one (21) years to comply with regulations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, families, staff and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Requires ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Requires a valid driver's license, reliable transportation and proof of insurance.

SUPERVISORY RESPONSIBILITIES: Directly supervises 10-15 employees in the Head Start site(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing applicants, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Requires a Bachelors' degree in child development or early childhood education and 3 years full time experience in the field, or a Bachelors' degree with a minimum of 30 semester hours in child development, early childhood education or related field and 3 years' experience.

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. These physical demands are as with handling children of pre-school age. Environment will be of a normal office environment and normal pre-school environment.

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