

Project Now, CAA Job Description

Job Title: Head Start Site Supervisor
Department: Head Start
Reports To: Head Start Education Manager
FLSA Status: Non-Exempt
Wage Grade: 5

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Approved By: Policy Council
Approved Date:

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

- Maintains a safe, healthy learning environment.
- Works cooperatively with other staff and managers to conduct daily safety checks of site and daily health checks of children.
- Follows proper procedures in the safe and healthy care of children, including those with special needs.
- Works with staff to ensure continuity of curriculum 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 community.
- Assures all families have an opportunity to participate in all Head Start program activities.
- Ensures quality services are provided to all families in a timely manner.
- Ensures parent participation and the scheduling of parent volunteers for classroom, buses, kitchen, and other program areas.
- Ensures center volunteers are trained on center routines, discipline, and appropriate activities.
- Ensures production of monthly parent newsletter and other communications.
- Participates in parent orientation, committee meetings, trainings, and other family events.
- Submits all required reports and other paperwork in a timely manner, including 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, all other maintenance checklists, and other family records.
- Maintains complete and accurate records of all children and staff at center with duplicate submitted to 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 leadership role in all program activities in the absence of other program management.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to travel area-wide to access classroom sites and family homes to evaluate program activities.
- 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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 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.

Supervisory Responsibilities: Supervises day-to-day operations of center site and staff. Collaborates with staff and management team in providing high quality comprehensive services to families. Arranges for substitutes to fill absences.

Requirements

- Bachelor's degree in Child Development or early childhood education with 2 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 of early childhood education by 7/1/2013 plus 2 years experience in Head Start or other early education/family services.
- Valid driver's license, reliable transportation, and proof of Insurance
- Minimum age of twenty-one (21) years to comply with regulations.

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 related 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 needs.