

Project Now, CAA Job Description

Job Title: Head Start Site Supervisor
Department: Head Start
Reports To: Program Supervisor
FLSA Status: Non-Exempt
Wage Grade: 6

Prepared By: Seabolt
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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

- Maintains a safe, healthy learning environment. Works cooperatively with staff 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 classroom. Oversees food service at center to assure children are served healthy, nutritious meals. Complies with Risk Management procedures; conducts regular fire drills and tornado drills. Serves as center contact person for licensing.
- 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.
- Upholds all policies including Project NOW Employee Handbook, DCFS licensing standards, Head Start Performance Standards, USDA and Food Sanitation policies at all times. Educates/mentors staff regarding policy and holds staff accountable for following policies.
- 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.
- Maintains regular communication with families, staff, supervisor and community in a variety of ways including verbal and written. Use technology to facilitate efficient communication. Maintains an electronic calendar shared with management.
- 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 center volunteers are trained on center routines, discipline, and appropriate activities. Participates in parent orientation, committee meetings, trainings, and other family events. Arranges transportation and childcare for meetings, referrals and other program activities.
- Submits all required reports and other paperwork to supervisor in a timely manner. Includes classroom and site inventories, supply requisitions, accident/incident reports, medication and allergy documentation, transportation reports, food service paperwork, licensing applications, regulatory inspection documentation, referrals, follow-ups 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 planning sessions, and staffing for children and families. Takes leadership role in program activities and staff scheduling.
- Attends meetings as requested.
- To perform all duties and responsibilities of Teacher/Advocate position, including filling in for staff as needed.
- Requires the ability to travel area-wide, and to access classroom sites and family homes.
- Requires minimum age of twenty-one (21) years to comply with regulations.
- Ability to read and interpret documents such as safety rules, operating/maintenance instructions, and procedure manuals. Ability to write routine reports/correspondence. Ability to speak effectively before groups of families/employees.
- 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.
- Requires the ability to pass a medical examination, certifying freedom from communicable disease upon employment offer.
- Requires a valid driver's license, reliable transportation and proof of Insurance

SUPERVISORY RESPONSIBILITIES: Collaborates with staff and management team in providing high quality comprehensive services to families. Functions as a contact person at assigned site and provide guidance to site in the absence of Program Supervisor.

EDUCATION and/or EXPERIENCE: Requires a 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 (minimum of 30 semester hours) in child development or early childhood education plus 2 years' experience in Head Start or other early education/family services.

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.