



Head Start

Judith Barris
Executive Director

David Speelman
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION: **Site Supervisor**
EMPLOYMENT STATUS: **Full Time (40 HRS) Full Year (52 WKS)**
RESPONSIBLE TO: **Education Coordinator**
SUPERVISES: **Teachers, Assistant Teachers, and Classroom Aides**
WORKSITE: **Licensed Center**

BASIC FUNCTION: To maintain a safe and healthy environment by ensuring quality service delivery by incorporating Child Day Care Licensing Laws and Federal Head Start Performance Standards. Provide general program management by coaching, monitoring and training the team. Serve as an integrator of all program components.

MAJOR RESPONSIBILITIES AND KEY TASKS:

Supervision

- Supervise, coach, and help implement individual professional goals for staff.
- Administer appraisals according to the Performance Development System.
- Monitor the implementation of CLASS assessment.
- Design and provide ongoing individual and team meetings/trainings.

Education/Curriculum

- Ensure implementation and alignment of the program curriculum, ODE Standards, and Head Start Domains to achieve positive child outcomes.
- Observe and monitor children to provide suggestions for behavior managements and education programming to meet the individual needs of each child.
- Complete CLASS assessment.

Support and Monitoring

- Monitor, analyze, and report program data related to the education service area.
- Ensure all assigned program reports are completed and submitted by required deadlines.
- Meet regularly with supervisor to communicate celebrations, concerns, performance, and issues related to the team environment.
- Monitor comprehensive services to ensure program quality and program compliance.
- Monitor and assure maintenance and safety of facility and assure availability of supplies.
- Participate in and assist with community events.
- Monitor and facilitate the FPA (Family Partnership Agreement) or IEP (Individual Education Plan) meetings when appropriate.
- Provide material to the program newsletter.
- Develop topics for and implement parent meetings.
- Participate in policy council as needed.
- Maintain inventory of all classroom equipment.

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

- Collaborate with Family & Community Engagement Manager to ensure family services are obtained and followed up.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor’s degree

Preference Given to:

- A Bachelor’s Degree in Early Childhood Education, Child Development Associate (CDA) or in a related field with a minimum of 27 credit hours in Child Development or Early Childhood Education.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program.
- Maintain professionalism at all times.
- Ability to work independently and in a team environment.
- Ability to communicate effectively and appropriately with others.
- Demonstrate leadership and ability to utilize reflective supervision.
- Knowledge of and ability to implement early childhood curriculum and developmentally appropriate practice for the specific age group of 3-5 years and be able to remain abreast of developments in the child development field.
- Demonstrate flexibility when working with others.
- Ability to make appropriate decisions in a timely manner.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.

ESSENTIAL JOB FUNCTIONS:

- Interpret and implement Agency Personnel Policies, Federal Head Start Performance Standards, The Head Start Act, the Ohio Revised Code, the Ohio Licensing agency, and any other regulations.
- Operate a computer and have the willingness to learn other software programs as necessary.
- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 80 pounds.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- An available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings
- Perform duties as assigned.

Signature

Date