



Site Supervisor I & II

Early Head Start

Supervisor:	Regional Program Manager	FLSA Status:	Exempt
Supervises:	Site Teaching Staff Home Base Teachers Food Service Worker	Salary:	\$3,095 month SS 1 \$3, 463 month SS2

GENERAL SUMMARY:

Responsible for supervision and oversight of Early Head Start center based program to support staff in delivery of services in keeping with Head Start Performance Standards and State Licensing. Responsible for providing supervision, guidance, and technical assistance in a supportive management model that ensures compliance with all mandates.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Supervision and Staff Development

1. Ensures an efficient and consistently high quality operation within defined team process with program/community partners, staff, and families.
2. Ensures comprehensive delivery of services are implemented in partnership with parents and community agencies, integrating the requirements of the Head Start Performance Standards regarding health/dental, nutrition, family services/parent involvement, mental health, education, and disabilities.
3. Oversees classroom activities and curricula to ensure developmentally and culturally appropriate practices are implemented and meet the individual educational needs of children, utilizes full-inclusion activities for children with special needs or disabilities, meets the Performance Standards, and follows the infant mental health and PITC infant/toddler caregiving standards.
4. Develops and implements staff schedules that ensure compliance with State Licensing regulations and mandated infant/toddler ratios. Oversees transition of children from one room to another in order to maintain compliance with mandates and licensing age requirements.
5. Holds regular site team meetings for the purpose of keeping staff current on emerging program-wide information and for team planning discussions.
6. Provides training, coaching, and technical assistance to individual staff that supports quality performance in meeting the responsibilities and requirements of their position.
7. Assists Regional Program Manager in strategically planning continuing education opportunities for staff by incorporating staff performance data, emerging best practice information, other assessment data, and/or partner recommendations, in order to achieve specific goals and objectives.
8. Participates in the interview and selection process of Early Head Start teaching staff.
9. Completes performance appraisals, individual training plans and monthly 1:1 meetings to support employee growth and development and improve service delivery. Administers corrective action process when necessary.
10. Facilitates conflict resolution between parents, staff, and/or partners. Works in collaboration with CSI Administration and community partners to strategically manage crisis situations. Advocates for families and acts as the liaison between parents, the community, and the CSI administrative bodies.
11. Oversees staff and child environments, ensuring that safe work practices and health and safety working conditions are maintained according to Performance Standards, State Licensing, and OSHA requirements. Conducts routine health and safety inspections using monitoring checklists. Schedules frequent observations of staff/child interactions, documents results and ensures quality standards of practice are met. Conduct routine safety inspections.
12. Provides direct supervision and supportive assistance, including Reflective Supervision practices, to the Home Base Teachers, as necessary to increase their job skills and performance with their job responsibilities.
13. Ensures all procedures for home base service delivery are upheld and monitored for quality and compliance with all regulations. Guarantees integration of health, nutrition, dental, family services, parent involvement, mental health, education, disabilities, and program governance requirements into operations according to content area requirements.

Family Services

1. Promote family partnerships and parent involvement in program planning, implementation of services, and individualization of services for their children through parent activities and committee involvement. Provides guidance, instruction and training to parents.
2. Working with parents/guardians, develop Family Partnership Agreements, complete family assessments, surveys and program evaluations. Guide families in establishing action plans by exploring options and helping to set goals.
3. Assist families in linking to community resources.
4. Supports parents in scheduling medical and dental appointments and maintaining health updates.
5. Assists in the development, updating and distribution of community resource information.
6. Collaborates with program staff and program partners, to provide case management and service coordination to meet individual educational needs of children, including: cognitive, fine and gross motor, social emotional, self-help, and speech and language.
7. Receive medical, psychological and social information, and analyze results to determine follow up needs.
8. Assists with recruitment and enrollment process.
9. Attends IFSP/IEP meetings, transition meetings, and community partnership meetings, etc

Monitoring and Record Keeping

1. Coordinate and ensure completion of screening requirements and developmental assessments of children at site.
2. Track late enrolled families to ensure 30/45/90 day requirements are met.
3. Compile and keeps current child and family documentation of home visits, referrals, services, etc. Safeguard confidentiality of personal information of children and families by upholding mandates and policies.
4. Track attendance for staff and families. Secure appropriate documentation of excused absences, and follows up with families with chronic attendance problems.
5. Order supplies, request maintenance and complete other tasks necessary to ensure an efficient and well run site.
6. Monitors socialization activities and curriculum to meet the performance standards and other regulations.
7. In conjunction with the Recruitment Coordinator, monitors the enrolled caseload of each Home Base Teacher and ensures maintenance of full enrollment.
8. In collaboration with program partners and the Recruitment Coordinator, facilitates recruitment efforts and development of a wait list of eligible families. Ensures information about families who have dropped from the program is submitted in a timely manner to the Recruitment Coordinator.
9. Ensures that recordkeeping and required documentation for program requirements and each family file is complete by performing periodic file reviews and analyzing computerized data reports for completion of requirements on appropriate timelines. Facilitates the first case management process prior to the family's entrance into the program and monitors completion of action plans.
10. Attends regularly scheduled planning meetings with the Resource Specialist and program partners to monitor program status and provide ongoing planning. Submits reports/information for use in Weekly Update publication, community needs assessment, program self-assessment, etc.
11. Works with Data Entry, program partners, and teachers to track child and family outcomes.

Education

1. Ensures a developmentally appropriate environment.
2. Orders equipment, supplies, and educational materials needed for socializations, home visits, and home-based operations.
3. Attends IFSP/IEP meetings, transition meetings, and community partnership meetings, etc. Acts as a liaison between Child Start and other community agencies.
4. Provides technical assistance to all new teachers in integrating the goals of the Family Partnership Agreement, interagency case management, court mandated plans, and IFSP goals into the daily curriculum activities and program operations.
5. With input from teachers, ensure curricula and activities in the classroom are developmentally and culturally appropriate and child-focused, meet individual educational needs of children and consider children with special needs or disabilities.

Training/Networking

1. Maintain professional and technical knowledge by attending educational workshops, supervisory training, reviewing publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional groups.
2. Further relationships within site, position, region, agency and community to ensure integrated and comprehensive services for families with children.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or Experience

- AA/AS/BA degree in Early Childhood Development with minimum 3 units in Infant Toddler Development **and**
- Two years of full-time experience in program administration and supervision (required for SS 2) **or**
- At least five years experience with equivalent education/training.
- Experience with MS Word, email and internet preferred

Other Requirements:

- Ability to pass criminal record clearance
- Clear TB test and statement of good health from a doctor are required as a condition of employment
- Valid California Driver's License, required insurance and acceptable driving record
- Report any suspected child abuse as required by state law

Other Skills and Abilities

- Ability to relate to families and children from diverse cultural, social and economic backgrounds
- Ability to develop and maintain strong, collaborative working relationships with staff and the community