

SHASTA HEAD START CHILD DEVELOPMENT, INC

Site Supervisor

Supervisor: Area Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Oversee day-to-day operations, supervision, and training of staff in a Shasta Head Start center to ensure quality program services in a positive nurturing environment for children.

Essential Duties and Responsibilities

- Responsible for the operation and maintenance of a safe, clean, healthy, and productive work environment, including both indoor and outdoor facility.
- Ensure compliance with Head Start Performance Standards, federal and state regulation, and Community Care Licensing requirements.
- Supervise center staff and ensure the completion of performance evaluations, goal setting and professional development.
- Maintain record keeping and reporting systems to ensure accurate information, with timely completion and follow-up.
- Actively participate in parent or group meetings, community collaborations and affiliations in order to advocate for Head Start children and families.
- Oversee the planning and implementation of the SHS developmentally appropriate curriculum and assessment for the classroom.
- Oversee supervision and management of children in the classroom in order to ensure a safe, clean and healthy learning environment.
- On-going professional development through education, role modeling, mentoring, and providing training and resources.
- Conduct home visits for center children in accordance with Head Start performance standards.
- Travel as needed throughout Shasta Head Start catchment area.

Site Supervisor and Family Worker Combined Position

- Recruit, enroll and obtain appropriate records of children and families to ensure full enrollment and waitlists.
- Ensure regular communication with families regarding screenings, assessments, and surveys in order to provide needed information regarding medical, psychological, and social services as needed and in accordance with Head Start Performance Standards.
- Partner with the families on assigned caseload to identify child and family needs and appropriate ways of meeting those needs through family goals and referrals.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to write reports and correspondence, and read and interpret documents.
- Ability to perform basic math, and to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and mandates.
- Ability to mentor staff on child development, on-going assessment process, and best practices.
- Ability to organize and manage time effectively.

Education

Minimum

BA degree in Early Childhood Education or related field, with a minimum of 15 ECE units which include Human/Child Development (3 units), Family, Child and Community (3 units), Program/Curriculum (3 units), Administration (3 units), and Infant/Toddler (6 units, EHS only); and 15 hours of Health and Safety.

Desired

BA degree in Early Childhood Education or related field, including 6 ECE classes (2-3 units each) which include Human/Child Development (3 units), Family, Child and Community (3 units), Program/Curriculum (3 units), Administration (3 units), and Infant/Toddler (6 units, EHS only); and 15 hours of Health and Safety.

Training and Experience

Minimum

Two years related experience

Desired

Four years related experience

Certificates, Licenses

- Must have and maintain current EMSA First aid and CPR.
- Ability to obtain West Ed-Program for Infant Toddler Caregivers Certificate. (EHS only)
- Ability to obtain Child Development Permit at Site Supervisor level within one year of hire date.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title