

POSITION DESCRIPTION**JOB TITLE:** Site Supervisor**SALARY RANGE:** 7**REPORTS TO:** Head Start Director**WORK STATION:**
Early Head Start/Head Start**SUPERVISES:** All Center Staff with
Component Manager**GENERAL DESCRIPTION:**

Supervises, provides leadership and direction to center staff in conjunction with Component Manager. Ensure requirements in Head Start Performance Standards are met. Ensure all State Child Care regulations are followed. Adhere to South Central Missouri Community Action Agency policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Monitor staff responsibilities and activities and address deficiencies.
2. Inform Component Managers of concern/deficiencies using appropriate forms.
3. Review, evaluate and monitor all requirements and records of the Head Start program and each program component.
4. Complete required reports and turn in to appropriate person by deadlines given.
5. Ensure that all staff are meeting job expectations.
6. Supervise required program of services for children and families.
7. Engage in ongoing assessment of the quality of services provided.
8. Inspect facilities, grounds, equipment and vehicles. Correcting any problems that are found.
9. Recruit, assist with interview process, and orient new employees. Communicate job expectations, assist with developing staff schedules.
10. Assign, monitor, and assess staff performance in conjunction with Component Manager.
11. Listen and respond to staff concerns.
12. Establish staff meetings, encourage exchange of ideas, information, and concerns.
13. Attend management staff meetings and relay information to center staff, as needed.
14. Keep administration informed of center activities and problems.
15. Assist with keeping parents and families informed of center schedules and activities, needs, and concerns.
16. Provide supportive, positive leadership and guidance to center staff by being positive, cooperative and supportive of all management and administrative staff.
17. Be regular in work attendance and keep center staff and administration informed of your whereabouts when not in the center.
18. Enforce quality service to Head Start families, respond to the questions and concerns, and resolve problems concerning service to Head Start families.
19. Attend parent committee meetings, special family events, and Policy council meetings.
20. Encourage and support volunteer participation.
21. Maintain contact and collaboration with child care providers, public schools, early childhood education institutions, local health departments, local health care providers, and other community service agencies and programs.

22. Maintain compliance with all transportation regulations, including establishment of routes, monitoring route length, monitoring transportation staff, and monitoring vehicle safety requirements.
23. Understand responsibility of being a mandated reporter for Child Abuse and Neglect. Read and understand Child Abuse and Neglect Policy. Failure to follow reporting procedures, including incidents involving other staff members, may result in termination.
24. Perform additional duties as assigned by supervisors.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess or obtain a Child Development Associate credential (CDA).
2. Possess an A.A. degree in early childhood education or degree in a field related to early childhood education.
3. Possess experience working in a Head Start or other comparable Early Childhood program.
4. Possess experience supervising employees
5. Possess experience in human services management, including program planning, operations, and evaluations.
6. Possess experience with the use of computers and management information systems
7. Obtain Missouri Chauffeur's License within 60 days of employment.
8. Obtain initial medical exam and TB assessment within 30 days of employment. Complete a medical exam and TB assessment every five years following initial employment.
9. Pass background screen, child abuse/neglect screen, drug screen, and be subject to random drug testing.

Additional requirements:

Possess personal qualifications: emotional maturity, willingness to cooperate with the standards of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities. Must have good verbal communication skills and visual ability to observe children. Ability to fulfill responsibilities under pressure, including during emergencies.

Working Conditions:

Risk of exposure to blood, body fluids, or tissues. Risk involved with travel on main highways, side streets and rural roads during the transportation of children. Risk of exposure to communicable diseases. Must be able to lift 55 pounds, many times a day, climb into the school bus, bend, kneel and squat frequently. Job requires standing for long periods of time, as well as stooping, squatting, running; and sitting in child sized chairs and/or on the floor.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position, including changes in location, classroom, caseload, and hours. The Executive Director may, at any time, for disciplinary purposes, the utilization of personnel, or for the general good of the program, reassign an employee from one position to another position.

I accept the duties and responsibilities as outlined in this position description. This position is not exempt from the overtime provision of the Fair Labor Standards Act.

Signature of Employee

Date

Signature of Supervisor/Mentor

Date of Orientation