

Job Title: HS - Supervisor (MHS / EHS)

Reports to: HS - Education Manager

Job Status: Salaried / Exempt

Job Summary: Under the supervision of the Education Manager and in collaboration with the Head Start Management Team, the Supervisor assisting in implementing the Head Start Performance Standards, supporting and monitoring program systems in all the service areas, supervising and supporting the growth and development of all assigned Early Head Start or Head Start staff.

Primary Responsibilities

Child Health and Development

For Early Head Start:

- Support staff in creating a warm, accepting and developmentally appropriate environment which encourages the cognitive physical, emotional and social development of the infant / toddler and family.
- Assign primary and secondary caregiving responsibilities to individual staff according to best practices.
- Support staff in planning and implementing individualized developmentally appropriate nurturing care for infants and toddlers in a center base setting.
- Develop and implement daily cleaning and sanitizing procedures.
- Other duties as assigned.

Family Development

For Early Head Start:

- Support staff to:
 1. Educate parents in basic child development concepts based on each child's assessment and individualized needs.
 2. Share information with parents on a regular basis regarding the growth and development of their child including regular daily feedback and scheduled parent conferences and home visits.
- Initiate and participate in case conference meetings on a regular basis to consider child and family needs.
- In partnership with the primary caregiver and the Family Advocate, act as an advocate for the families in linking them to needed community services and resources.
- In partnership with the Family Advocate and parent officers, plan and conduct parent education/meetings based on the needs and interests of the parents.
- Other duties as assigned.

For Head Start:

- Support the assigned HS staff, in partnership with parent officers, to plan and conduct parent education/meetings based on the needs and interests of the parents.

Supervision, Team Building and Support

For both Head Start and Early Head Start:

- Use of reflective supervision techniques that support positive growth through clear communication, honest and frequent feedback, and regularly scheduled one-on-one meetings with assigned staff resulting in enhanced professional growth and job performance.
- Develop a plan of supervision that includes regular observation and feedback for center-based programs, home visits, home based socializations and parent meetings.
- Partner with the Managers and the EHS Site Directors or HS Center Teachers to complete:
 1. Performance reviews for EHS Caregivers, Assistant Teachers and/or Site Assistants including:
 - a) Three and six month reviews for all new staff
 - b) Annual review for all staff
 2. Employee orientation
 3. Site based staff training
- Conduct three and six-month performance reviews for assigned new staff or staff new to their positions. Complete annual performance reviews and develop and support goal plans for all assigned staff.
- Review and provide feedback on end-of-the-month paperwork of assigned staff on a regular basis.
- Support and facilitate team building with Early Head Start Site Directors through activities, clear communication, and shared problem solving and decision-making.
- Attend and participate in case conference meetings periodically to consider family needs, facilitate communication, provide guidance and feedback on referrals, and to support appropriate case conferences outcomes.
- Support and assist assigned HS and/or EHS staff to understand and implement systems in all program areas including child development, health and mental health, disabilities services and family services.
- Support and assist staff in provision of services to children and families including emergency substitution in centers on occasion.
- Using the established monitoring systems to ensure quality, including one on one meetings, file reviews, observations of classrooms and site directors, insure that screening, assessments, family partnership plans and curriculum are completed and integrated into each classroom, parent conference, home visit, group socialization, parent meeting and other program activities.
- Organize and maintain system for facility management including ordering supplies and equipment and overseeing facility maintenance and repairs.

Additionally for Early Head Start:

- Integrate results of screenings/assessments and family partnership plans into planning for center routine, parent conferences, parent meetings and other program activities.
- Organize and maintain system for effective daily operation of center and staffing including but not limited to:
 - Scheduling of children's contracted hours.
 - Scheduling of staff shifts to meet center needs.
 - Scheduling of lunches, breaks and curriculum planning time.

Meetings

- Regularly scheduled meeting with supervising manager.
- Site team meetings once a month.
- Supervision team meetings once or twice a month.
- 1:1 meeting with supervisee's for a minimum of 1 hour per month.
- Case conference meetings at least once a month.
- Parent meetings for each assigned Head Start Site at least 3 times a year and monthly for each assigned Early Head Start Site.
- Staff meetings and trainings.
- Additional meetings as requested.

Qualifications

- AA or BA in Early Childhood Education, Child Development, Human Development, Sociology, or a related field or a valid California Child Development Site Supervisor Permit or equivalent. Each of the above must include at least three units in infant toddler caregiving and three units in administration or staff relations.
- At least two (2) years supervisory experience or equivalent combination of education and experience.
- At least two (2) years experience working with groups of children under age five. Experience working with infants and toddlers desirable.
- Demonstrated ability to work well with parents.
- Basic computer skills.
- Strong verbal/written communication and management skills.
- Experience working with low-income families desirable.
- Bilingual English/Spanish desirable.
- Knowledge of Head Start Performance Standards desirable.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- Fingerprint clearance to work with young children.
- A valid California driver's license.
- Evidence of reliable insured transportation.
- Driving record must be accepted by the CAM insurance carrier for continued employment.

Additional requirements:

- Successfully complete an employment physical and provide proof of the absence of TB within 7 days of hire date.
- Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check resulting in a Criminal Record Clearance from the Department of Justice prior to being with children.
- Current CPR and first aid.

Physical Requirements

- Physical agility to lift and carry objects up to 25 pounds and children up to 40 pound for safety reasons.
- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, twist, kneel, and turn.
- Fine Motor physical ability to grasp, pull, twist, and grip.