

Missouri Ozarks Community Action

04/2021 GM

Job title	<i>AREA/ SITE SUPERVISOR</i>	Grade	9	Class	Non-Exempt
Reports to	<i>HEAD START PROGRAM DIRECTOR</i>	Step		Unit	HEAD START

Job purpose

Supervises and coordinates activities of program Performance Standards and assigned center staff. This position is supervised by the Head Start Program Director.

Duties and responsibilities

Job Specific:

1. Have a working understanding of Classroom Assessment Scoring System (CLASS).
2. Interviews and selects staff for open positions.
3. Completes personnel action forms for staff as necessary.
4. Trains new employees and supports Teachers training new employees in areas such as agency/Head Start policy, procedures and agency/Head Start regulations.
5. Participates in the agency mentoring program and the development, coaching candidates, tracking and reviewing progress
6. Assists with the professional development of staff by tracking and reviewing their professional development plans, as needed.
7. Issues written and oral instructions, and follows through to ensure completeness/compliance.
8. Follows Monitoring Plan as a guide for monitoring compliance.
9. Monitors compliance of all Performance Standards within assigned center(s).
10. Monitors weekly data entry of observations/documentation.
11. Monitors work procedures, prepares work schedules, and expedites workflow.
12. Visits classroom to observe effectiveness of instructional methods and materials.
13. Evaluates teaching techniques and recommends changes for improving them.
14. Recommends changes in work procedures to improve systems efficiency.
15. Monitors errors and complaints within the center, assisting to correct them.
16. Maintains harmony among workers and resolves grievances.
17. Reviews case records and evaluates accuracy and completeness of records concerning Head Start children and families.
18. Assists staff with obtaining supplies and equipment for effective center operation.
19. Provides information from Central Office coordinators, and other management staff through meetings with Teacher.
20. Evaluates performance of Teacher at assigned center(s).
21. Reviews and approves time sheets, leave requests, and travel vouchers for Teacher and submits to Central Office within appropriate time frame.
22. Uses positive reinforcement and promotes positive self-esteem, when working with children, families and staff members.
23. Documents, records, and informs staff of observations and information they have been privy to and which might affect a child in the Head Start program.
24. Ensures that child incident, child health concerns, and child abuse and neglect reports are submitted, as needed, utilizing agency website.
25. Participates in local associations and groups that serve community children and their families.
26. Monitors and assists in identifying and recruiting prospective families, ensuring that the classrooms maintain full enrollment with an adequate waitlist.
27. Works and assists staff, parents, families and community in obtaining in-kind contributions for the center(s).

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- 28. Monitors and assists staff with community relationships.
- 29. Ability to relate to children, families, staff and community members.
- 30. Maintain adequate supervisory skills.
- 31. Responsible for overall direction, coordination, and evaluation of one or more Head Start centers.
- 32. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- 33. Supervisory responsibilities include interviewing, hiring, training employees, planning, assigning and directing work. Appraising performance, rewarding and disciplining employees.
- 34. Shares janitorial responsibility duties on site/center for the purpose of maintaining a clean, safe working environment inside and out for all.

General duties:

- 35. Assist in identifying and recruiting prospective families and volunteers for Head Start.
- 36. Monitors, and follows policies, procedures, and forms on agency website.
- 37. Participates in management staff meetings, or obtain meeting information and attends trainings as needed.
- 38. Participates in the planning and implementation of the annual self-assessment process.
- 39. Provides assistance and administrative support to the Head Start Program Director as necessary.
- 40. Plan and/or conduct staff professional development.
- 41. Contributes to the development of program proposals and Community Assessment, as requested.
- 42. Ensures the maintenance of required program records and follows the MOCA Head Start Record Retention policy and procedure.
- 43. Participates in annual strategic planning processes.
- 44. Work in cooperation toward common goals with all other areas (Education/Disabilities/ Mental Health/Health/Nutrition/PFCE/Facilities & Transportation/ERSEA) within Head Start Program.
- 45. Perform other duties and tasks as assigned or needed.

Integrity

- 1. Ensure confidentiality of customers, agency, and co-workers.
- 2. Understand and promote the goals and philosophy of Head Start.
- 3. Has general knowledge of and adheres to Head Start performance standards and the agency's mission statement.
- 4. Adheres to the MOCA Standards of Conduct and the NAEYC Code of Ethical Conduct.
- 5. Establish and maintain good working relations with other service providers, including co-workers and community.
- 6. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
- 7. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
- 8. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
- 9. Attend all staff meetings and required trainings.

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10. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
11. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
12. Reports to work area ready to begin work at the assigned time.

Preferred Qualifications

1. Bachelor's degree in Early Childhood Education or closely related field.
2. 6 months in a supervisory position.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

Minimum requirements

1. Bachelor's Degree in Early Childhood Education or closely related field with no less than 18 applicable credits in Early Childhood Education or development.
2. Obtain and maintain reliability in CLASS observation.
3. Obtain and/or maintain First Aid and CPR certification.
4. Obtain Family Development Credential within one year of enrollment in FDC course.
5. Ability to communicate effectively in both written and oral form.
6. Possess basic math skills.
7. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
8. Continuous and ongoing pursuit of improved education and credentials of this position.
9. A current physical examination including a TB test. (within 30 days of employment)
10. Demonstrate dependable transportation, current insurance, and valid driver's license.
11. Able to travel out of area on occasion for training; trips of two to five days.

Direct reports

Center(s) staff

Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

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Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Approved by:		Approved by:		Approved by:	
Date approved:		Date approved:		Date approved:	
Reviewed:		Reviewed:		Reviewed:	

Policy Council approval: