



## Position Description

<b>Title:</b>	EARLY EDUCATION SUPERVISOR
<b>Reports To:</b>	DIRECTOR OF CHILDREN'S SERVICES
<b>Division:</b>	CHILDREN'S SERVICES
<b>Program:</b>	HEAD START
<b>Status:</b>	REGULAR, EXEMPT
<b>Hours Per Week:</b>	40

### SUMMARY OF POSITION

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Oversees the day-to-day operations of the assigned Head Start Center(s). Responsible for the coordination, planning and management of the education services of the Head Start program. Supervises teachers and assistant teachers as well as act as a resource for all staff assigned to the facility. Must possess the skills, abilities and knowledge sufficient to insure compliance with all applicable state child care licensing regulations as well as the Federal Head Start Performance Standards.

### ESSENTIAL JOB RESPONSIBILITIES

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- Assist in carrying out all policies and activities to implement the following services: transition, special needs, transportation, educational objectives, mental health and health as outlined in the Head Start Performance Standards and described in the program written plans.
- Adhere to the formal monitoring system for the early childhood development and transition components of the Head Start and Early Head Start program to insure that objectives and activities are being achieved on schedule and within anticipated costs.
- Create and maintain Classroom Assessment Scoring System (CLASS) Implementation Plan. Provide on-going CLASS study to target professional development and support quality interactions between teachers and children.
- Submit a component report to the director on or before the last working day of the month. The report shall contain a summary of center activities, progress on component objectives, problems and/or delays and suggestions for overcoming issues as appropriate.
- Provide on-going communication and information sharing on early childhood development to program staff, parents and members of Policy Council so that they will have the opportunity to comment, question and offer feedback.
- Assist in the development of the educational program design based on the community assessment.
- Report any cases of suspected child abuse or neglect, as required by law, in accordance with agency policies and procedures. Maintain documentation of reports made by subordinates.
- Make recommendations regarding personnel actions for education staff in accordance with agency policies and procedures.

- Assist in determining training and technical assistance needs of program staff. Assist as needed in conducting training of staff.
- Serve as a resource person for education staff through classroom observations or home visits in order to oversee the compliance of Performance Standards, provide feedback to staff, assess the need for training, observe the children, observe teamwork, assess the need for equipment, support staff development and provide on-site training.
- Assist in coordinating early childhood development into other aspects of the Head Start program.
- Meet regularly with other component specialists to share information, problems and concerns and to coordinate efforts to implement Performance Standards.
- Responsible for interviewing and making hiring recommendations, as well as the supervision, evaluation and training of education staff.
- Monitor work performance of education staff in order to assure high quality outcomes.
- Review time cards to insure accuracy and submit to the administrative office on a bi-weekly basis.
- Conduct annual evaluations on assigned staff. Recommend salary increases, promotions and discharges. Handle employee grievances.
- Ensure staff and program resources reflect the multi-cultural diversity of the children in the program.
- Routinely inspect center facilities for health, safety, fire, and occupancy violations and report findings to the Director of Children's Services.
- Maintain licensing standards to insure quality programming
- Maintain accurate records. Establish procedures and track all activities in the education plan.
- Contact public schools and send needed information for kindergarten transition.
- Participate in program planning, self-assessment, community assessment and other efforts to assure a high level of quality program services and to maintain compliance with Federal Performance Standards, Indiana Day Care Regulations and other pertinent laws and regulations.
- Assist parents and staff in the completion of annual questionnaires and surveys to determine how well the program meets its goals.
- Serve as an advocate for quality programming for children and families, including children with special needs.
- Attend all pre-service and in-service trainings, as well as various staff meetings and Policy Council meetings as requested.
- Attend case conferences of enrolled children as needed.
- Encourage parents and families to develop warm relationships that nurture their child's learning and development.
- Encourage parents and families to become lifelong educators by observing, guiding, promoting and participating in the everyday learning of their children at home, school and in their communities.
- Encourage parents and families to support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten.
- Assist with the recruitment of eligible children for the Head Start and Early Head Start programs.

- Maintain confidentiality at all times. Monitor education staff's compliance in maintaining confidentiality.
- Assist with gathering and accurately documenting in-kind.
- Create and adhere to career and position goals
- Perform additional duties as deemed necessary by the Director of Children's Services.

## **MINIMUM REQUIREMENTS**

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- Master's Degree in Early Childhood preferred. Bachelor's Degree in Early Childhood Education (Pre K) or a Bachelor's Degree or higher that includes coursework equivalent to a major in Early Childhood Education is required. Transcripts are required to validate educational requirements.
- Five years of work experience with the birth to age five population. Experience providing direct services is desired.
- Must obtain and keep current Pre-K CLASS Observer certification.
- Must have a valid Indiana Driver's License and proof of insurance. Must have a reliable personal vehicle available for use in business related travel.
- Must submit to a criminal history background check.
- Must obtain a physical within 30 days of hire and update every two years.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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- Frequent significant decision and problem solving abilities.
- Excellent written and verbal communication skills.
- Intermediate to advanced computer skills, internet and e-mail.
- Strong organization and time management skills, ability to meet tight deadlines and work under pressure.
- Ability to aggregate and analyze data.
- High level of efficiency, accuracy and attention to detail.
- Must be flexible and non-resistant to change.
- Ability to work as a team member collaborating with staff, parents and community resources.
- Ability to set and maintain professional boundaries with families and staff.
- Strong supervision skills and ability to exercise tact and discretion in all employee interactions.
- Strong knowledge of theories and practices of Early Childhood.
- Ability to interpret and implement complex policies and regulations.
- Ability to respond appropriately to an emergency or a crisis situation.
- Occasional kneeling, stooping, bending and sitting on the floor to attend to children's needs.

- Occasional lifting up to 50 lbs.
- Must be available for overnight travel, evening and weekend work as required.
- Must be supportive of the missions of Hoosier Uplands Economic Development Corporation and the Children's Services Division.

## **CONCLUSION**

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This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**Interested applicants should forward a resume and cover letter to:**

**Hoosier Uplands EDC  
Attn: Samantha Bowles, Curriculum and Assessment Coordinator  
500 West Main Street  
Mitchell, IN 47446**

**-or-**

**[sbowles@hoosieruplands.org](mailto:sbowles@hoosieruplands.org)**