



Mid Florida Community Services, Inc.
 820 Kennedy Blvd.
 Brooksville, FL 34601
 Phone: 352-796-1425 Fax: 352-796-7500

POSITION TITLE:	Site Supervisor
DEPARTMENT:	Head Start/Early Head Start
SUPERVISED BY:	Education Manager

JOB DESCRIPTION

POSITION SUMMARY: Supervisory position responsible for oversight and coordinator of day-to-day operations of designated classrooms. Provides support functions for the Education Manager.

ESSENTIAL JOB FUNCTIONS:

- Supervises and oversees the activities of employees assigned to /Early Head Start and Head Start classrooms, including teachers, teacher assistants, and substitutes. Provides training and technical assistance to ensure quality programming is maintained.
- Overall responsibility for the educational operations of the Head Start classrooms, assuring compliance with federal, state and local regulations, including the Head Start Performance Standards, applicable transmittal notices and other administrative orders/direction.
- Assists in the development, implementation and monitoring of education policies, standard operating procedures, work plans and administrative direction.
- Provides training, technical assistance and communication to education staff on a regular, on-going basis regarding policy, procedures, performance standards, work performance, professional development and licensing standards.
- Coordinates substitute placement to ensure classrooms have adequate coverage for education staff absences.
- Conducts interviews, provides hiring and employee placement recommendations to Education Manager, conducts new and employee site-based training and completes performance appraisals annually and as needed.
- Monitors centers for compliance with licensing standards. Coordinates follow-up to assure compliance is met and maintained. Coordinates with Senior Program Manager to assure all appropriate documentation is posted in centers.
- Monitors employee center files two times per year for licensing compliance.
- Collaborates with Family Advocates to assure parent training needs identified through the



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parent interest survey are coordinated and conducted.

- Assures implementation of children's ongoing assessment. Records and analyzes child assessment information using Teaching Strategies Gold and ChildPlus.net. Provides reports and makes program improvement recommendations as needed.
- Serves as a liaison for and provides support to program staff in communication with parents and implementation of parent related functions.
- Assists in and provides for the seamless transition of children entering and/or exiting the program.
- Monitors lesson plans to ensure compliance with currently approved curricula and the Head Start Early Learning Outcomes Framework.
- Supports the education staff in the implementation of IEP goals and objectives, supporting the integration of all service areas into the classroom and assuring all special needs of children are met.
- Approves classroom expenditures, field trip requests, nutrition activities, and other educational expense requests and assures appropriate documentation is completed and submitted.
- Collaborates with health team members to facilitate early screenings.
- Participates in the initial development of the education staffing pattern for the following school year.
- Participates in service area projects identified by the Education Manager to be completed prior to the start of the subsequent school year.
- Maintains CLASS reliability.
- Serves as a member of and/or attends meetings of advisory committees and other program meetings as necessary.
- Plans, schedules, and facilitates monthly center/wing meetings.
- Represents center/wings(s) in collaborating with community organizations in an effort to enhance Head Start program operations.
- Assures accuracy and approves subordinates' timecards and submits documentation to human resources and finance departments.
- Maintains effective working interaction with peers, subordinates and outside contacts that will enhance the operation of the Head Start program.
- Actively participates in center/classroom activities, parent meetings and annual parent activities



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as requested.

- Acts as an advocate and role model for Head Start families. Recruits children for the program.
- Assists in the development and implementation of the annual training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the Head Start program.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance Head Start programs as directed.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

JOB STANDARDS:

Education: Baccalaureate or advanced degree in early childhood education or Baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education.



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Experience: Five years of experience teaching preschool-age children and/or experience in administering child development programs, and working with children with special needs. Experience supervising others.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15 lbs.) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 50 lbs.) are occasional.

Equipment: Computer, facsimile, copy machine, calculator, multi-line phone and other small office and instructional equipment, playground equipment and vehicle.

Skills & Expertise: Ability to work with limited direction. Knowledge of organizational methods. Skills in completing work with a high degree of accuracy. Ability to make sound decisions in a crisis situation. Skill in developing policies, procedures and/or systems for implementing programmatic functions. Ability to evaluate programs and situations and make decisions for improvement. Ability to communicate effectively, both orally and in writing. Ability to establish effective working relationships with people, including staff, parents, children and community members. Knowledge of effective supervisory skills and methods. Ability to analyze and interpret data. Ability to use and operate a computer. Skills in public speaking and public relations. Ability to work with children with special needs. Knowledge of disability and mental health issues and practices. Ability to maintain staff, child and parent confidentiality.

ENVIRONMENTAL JOB FACTORS:

Job Location: Primary location is the Head Start facilities in Hernando, Sumter and/or Volusia counties. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working alone and with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.



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Reasonable accommodation will be made for otherwise qualified individuals with a disability.
