JOB DESCRIPTION

EARLY HEAD START SUPERVISOR

Under the supervision of the Children’s Services Coordinator, the Early Head Start Supervisor will be responsible to:

1. Carry out goals, policies and activities designed to implement the Early Head Start (EHS) Program in accordance with the Head Start Performance Standards, and state and federal regulations.

2. Assist in the development and evaluation of program policies, procedures, and curriculum for pregnant women, infants, and toddlers.

3. Participate in the recruitment and hiring of family development educators and supervise through staff meetings, observation of home visits and parent activities, group socialization, and review of records.

4. Participate in recruitment of families and monitor enrollment levels.

5. Ensure staff and program resources reflect the multi-cultural diversity of enrolled children/families.

6. Evaluate the performance of assigned staff and develop performance plans as necessary.

7. Identify training needs of assigned EHS staff, plan, develop and implement training on an on-going basis.

8. Provide program orientation and training for new family development educators.

9. Assist children’s services coordinator in working with parent groups and members of Head Start Policy Council in relation to the EHS program.

10. Assist with the Early Head Start program self-assessment.

11. Coordinate a resource library for use by family development educators.

12. Coordinate the ordering of supplies, materials, and equipment for the EHS program.

13. Attend staff meetings, in-service training, conferences, and continuing education as required.

14. Perform other duties as assigned.
Early Head Start Supervisor (Continued)

EMPLOYMENT STANDARDS

Required Education and Experience:

- Minimum of an associate’s degree in child/human development, early childhood education, psychology, human services, health, home economics or other related field or a Home Based CDA with an ECE certificate.
- Three (3) semester units in administration, supervision, or management.
- At least three (3) years of successful experience in an administrative position which included program planning, organizing, and staff supervision and training.

Preferred Criteria: Infant/toddler experience and education.

Knowledge and Abilities: Fluent bilingual (English/Spanish) skills required. Requires excellent working knowledge of Windows and applications such as Word. Excellent oral and written communication skills in the English language. Knowledge of relevant public and private community agencies. Knowledge of child development principles and family dynamics. Ability to coordinate, oversee and evaluate the work of others. Ability to provide training & technical assistance to staff. Ability to facilitate groups. Ability to exercise sound judgment and initiative. Ability to monitor, analyze, and assess program systems or procedure designs, making and coordinating appropriate changes. Ability to maintain strict confidentiality and sensitivity to cultural beliefs and practices.

Physical Requirements: Ability to see at normal distance and hear normal conversations and sounds. Ability to effectively use hands and fingers in the use of a computer keyboard, to complete required paperwork and for the use of office machines and equipment. Ability to sit at a desk for extended periods of time.

License or Other Requirements: Must have access to a dependable automobile with appropriate insurance coverage. Possession of a valid appropriate California driver’s license. Must submit to a job pertinent agency paid pre-employment physical examination, negative tuberculosis test and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks. Periodic physical examinations and TB clearances will be required if hired.

Qualified current or former Head Start Parent candidates shall receive priority when filling a Head Start position.