

MONTEREY COUNTY OFFICE OF EDUCATION
HEAD START & EARLY HEAD START PROGRAM

HEAD START PRESCHOOL SITE SUPERVISOR I - III

CLASSIFICATION:	Certificated Management
SALARY LEVEL:	I - IV
WORK YEAR:	190 – 220 Work Days – Site Supervisor I (Single Site) 195 – 220 Work Days – Site Supervisor II (Double Site) 200 – 220 Work Days – Site Supervisor III (Triple Site or larger)

DEFINITION

Under general direction, fulfills the role of Site Supervisor as defined by Title 22 of the California Code of Regulations. Oversees the daily operation of the child development center where assigned. Is the liaison between Head Start Central Administration and the District or Special Education Site Administrator. Organizes and conducts parent education and parent involvement activities.

SUPERVISOR

Assistant Director or Child Development Services Coordinator

POSITIONS SUPERVISED

Preschool Teacher/Master Teacher
Preschool Associate Teacher
Preschool Assistant Teacher
Family Service Advocate

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

SITE SUPERVISOR I'S ESSENTIAL DUTIES

Is responsible for the daily operation of a Head Start center. Ensures compliance with Title 22 regulations, and Head Start Performance Standards. Provides direction, guidance, support, and evaluates assigned staff. Supervises enrollment process and assures children are enrolled in accordance with Head Start Policy and Procedures. Monitors and supervises all activities within the center to assure that enrolled children and their families receive comprehensive Head Start services in accordance with Performance Standards and the program plan of action. Prepares and submits supply requisitions within center budget allowance and maintains inventory of center supplies. Makes regular classroom observations for the purpose of strengthening the early childhood education provided to children and assuring developmentally appropriate practices. Oversees a daily inspection of the facility and equipment to assure a clean, safe, and orderly environment. Prepares and/or oversees the preparation of children and family records and assures that children and family records are correct, up-to-date, and kept confidential. Is responsible for the preparation, accuracy, and submission in a timely manner of program records reports, such as attendance, lunch count, etc. Communicates regularly with parents assisting them to take an active role in their child's education, growth, and development. Coordinates resources for families and other staff members. Provides or

arranges for parent training in child growth and development. Initiates a set of standards for the center to assure a positive learning environment and working together. Identifies the need for and requests ancillary and/or support services. Cooperates in a professional and ethical manner with others involved with the program and/or individual children. Schedules and facilitates case review meetings and center staff meetings. Attends Individual Education Plan (IEP) meetings, trainings, management team meetings, and other meetings as required. May teach one preschool class in accordance with the Preschool Teacher job description. Carries out authorized emergency and safety procedures and administers first aid. Complies with Monterey County Office of Education Board Policies and Administrative Regulations with US Department of Health & Human Services, Administration for Children and Families regulations, MCOE Head Start Policies and Procedures and other applicable state and federal regulations, including Title 22, State Child Development Division, Migrant Child Development Center regulations and other programs as needed. Reviews and assists staff in preparing lesson plans and attends events related to the center. Prepares parent newsletter. Follows all procedures as outlined in the Site Based Management Booklet. Tracks sick leave, annual leave, and staff hours. Prepares annual written evaluations of each staff person. Provides supervision and training to volunteers. Performs other job-related tasks as assigned.

SITE SUPERVISOR II'S ESSENTIAL DUTIES

Same as Essential Duties for a Site Supervisor I and may supervise no less than 5 people.

SITE SUPERVISOR III'S ESSENTIAL DUTIES

Same as Essential Duties for Site Supervisor I and will supervise a center with at least six or more classrooms and no less than seven employees. Assists with preparation and presentation of training events; develops action plans, and inventories. Also substitutes as a classroom teacher as needed.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, and operate center equipment, and drive an automobile; vision sufficient to read printed materials and to see at a distance; hearing sufficient to conduct in-person conversations with children and adults and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, and run; physical mobility sufficient to move rapidly within the work environment on varied indoor and outdoor surfaces, to drive an automobile, and to respond to emergency situations; physical strength sufficient to lift forty-five (45) pounds; physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time and to stand and walk for prolonged periods of time; physical, mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment and to ride the bus to field trips with children and families; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Possession of a Baccalaureate degree from an accredited college or university with coursework equivalent to a major relating to early childhood education.
- Hold a valid California Commission on Teacher Credentialing, Child Development Site Supervisor Permit.
- Possession of six (6) semester units or equivalent quarter units in administration and supervision of child care and development programs, and two (2) semester units or equivalent quarter units in adult supervision.

- Two (2) years experience with preschool children in a group care setting (350 days of three hours or within four years, must include at least 100 days of supervising adults in a child care and development program.
- One year experience as a Site Supervisor or Site Supervisor in an early childhood setting.
- Ability to plan, organize and supervise a child development center.
- Ability to train and supervise classroom Teachers, Associate Teachers and Volunteers.
- Ability to communicate effectively in the English language, both orally and in writing.
- Ability to work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.
- Ability to work effectively with children with special needs/disabilities or challenging behaviors.
- Ability to maintain and submit accurate records in a timely manner.
- Ability to travel from site to site within the county and meet travel requirements, including attending required Head Start trainings and field trips.
- Possession of a valid California Driver's License and the availability of an automobile with at least minimum insurance coverage required by law.
- Submit proof of completion of 15-hours of training in preventative health practices, including pediatric cardiopulmonary resuscitating (CPR) and pediatric first aid with forty-five days of employment. Must renew CPR and First Aid certification every two years.
- Ability to work on a computer, knowledge of Word.
- Ability to work flexible hours, including evenings and weekends.

DESIRABLE QUALIFICATIONS

- Possession of a Master of Arts degree from an accredited college or university with coursework equivalent to a major relating to early childhood education.
- Experience in developing parent or volunteer training programs.
- Experience with evaluating work methods or results.
- Bilingual, English/Spanish or English/Vietnamese.
- Six (6) semester units or equivalent quarter units in Infant/Toddler studies or PITC Certification.

Revised: 1/17/12

Policy Council approval: 01/17/2012

Board approval: