

MONTEREY COUNTY OFFICE OF EDUCATION

**PRESCHOOL SITE SUPERVISOR I – III
HEAD START PROGRAM**

CLASSIFICATION: Certificated Management
SALARY LEVEL: I - IV
WORK YEAR : 190 – 220 Work Days – Site Supervisor of Single Site
195 – 220 Work Days – Site Supervisor of Double Site
200 – 220 Work Days – Site Supervisor of 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

Head Start Program Manager

POSITIONS SUPERVISED

Preschool Teacher/Master Teacher
Preschool Associate Teacher
Preschool Assistant Teacher
Family Service Advocate/Liaison
Food Service Trainee

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 grantee 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. Provides or arranges for parent training in child growth and development. Initiates a set of standards for the center to assure a positive environment for learning 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 IEP meetings, training meetings, 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 HHS/ACF regulations, MCOE Head Start policies and procedures and other applicable state and federal regulations Title 22, State CDC, migrant CDC regulations and other programs as needed. Review and assist staff in preparing lesson plans, plan and attend events. Prepare parent newsletter. Will follow all procedures as outlined in the Site Based Management Booklet. Keep track of sick leave annual leave and compensatory time for all staff . Prepare annual written evaluation of each staff person.

SITE SUPERVISOR II'S ESSENTIAL DUTIES

Same as listed above under Site Supervisor I's essential duties with the exception of being responsible for the operation of Head Start centers may supervise no less than 5 people.

SITE SUPERVISOR III'S ESSENTIAL DUTIES

Same as listed above under Site Supervisor I's essential duties with the exception of being responsible for the operation of a Head Start center with six or more classes. In addition, acts as a liaison between Head Start central administration and the school district or Special Ed. Administrator. Assists with preparation and presentation of training events, developing action plans, and inventory. Substitute as a classroom teacher, as needed. May supervise no less than seven people.

OTHER DUTIES

Promotes parent involvement in the child's education and well being. Coordinates contacts between families and other staff members. Provides supervision and training to volunteers. Performs other job-related tasks as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; Manual dexterity sufficient to write, use 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 about 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; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Posses an AA/AS Degree in Early Childhood Education, Child Development, or related field with at least 24 ECE/CE semester units including at least one class in each of the core areas.
- 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.
- Ability to plan, organize and supervise a child development center.
- Ability to train and supervise classroom teachers, assistants 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, and those with disabilities and special needs.
- Ability to keep accurate records.
- Ability to travel from site to site within the county.

- 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 resuscitation (CPR) and pediatric first aid with forty-five days of employment. Ability to work flexible hours including evenings and weekends.

DESIRABLE QUALIFICATIONS

- Certificate in pediatric first aid.
- Experience in developing parent or volunteer training programs.
- Experience with children with special needs or disabilities.
- Experience with evaluating work methods or results.
- Bilingual, English/Spanish or English/Vietnamese.
- BA Degree in Early Childhood Education, Child Development or related field.
- One year experience as a site supervisor or Site Supervisor in an early childhood setting.
- Six (6) semester units or equivalent quarter units in Infant/Toddler studies or PITC Certification.