



## Job Description AREA SUPERVISOR

**Exempt:** Yes  
**Department:** Head Start/Early Head Start  
**Reports to:** Assistant Director  
**Policy Council Approval:**

**SALARY LEVEL:** Refer Current Salary Chart  
**LOCATION:** Head Start Office in Santa Rosa  
**HOURS:** F.T.E, Monday through Friday  
**Approved By:** HR Manager

### SUMMARY OF POSITION:

Under direction of Assistant Director, ensures the implementation of all service areas for the Head Start and Early Head Start programs; coordinates services for all participant children and families in compliance with ACF Performance Standards, the Service Area Written Plans, and California State Licensing regulations. This position supervises the following program staff: Center Directors, who supervise employees in the Head Start and Early Head Start sites; and Family Outreach Workers; will also supervise the Children's Services Assistant when assigned responsibility for substitutes. Carry out supervisory responsibilities in accordance with the Agency's policies and applicable federal and state laws.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates as a member of the Administrative/Manager team in planning program operations and establishing program procedures
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; coaching/mentoring, managing and appraising performance; addressing complaints and resolving problems
- Responsible for the overall direction, coordination, and evaluation of assigned sites
- Assists in the fulfillment of administrative requirements ensuring compliance of the Head Start/EHS Performance Standards and California State Licensing
- Coordinates and monitors the work of center staff, consultants, parents and volunteers, as outlined in the Agency's Head Start/EHS Program Service Area Written Plans
- Visits program sites regularly. Supports and monitors program compliance through regular site observations and feedback. Provides training to staff on systems and procedures, as needed
- Monitors sites to insure that program health and safety supervision plans are being implemented by all staff and provide additional training where needed
- Support the Curriculum Supervisor in ensuring that a developmentally appropriate curriculum is being implemented with fidelity.
- Coordinates with area managers to assist in planning and implementing program goals into daily operations at the site level
- Supervises the maintenance of files and records, ensuring confidentiality. Ensures prompt and accurate completion of required paperwork related to center operations
- Meets with Assistant Director and supervisors to assure consistent compliance with data tracking and program monitoring.
- Meets with FOW's on a regular consistent schedule to assure that we are providing family engagement opportunities and family supports.
- Responsible for assessing educational materials and ordering/distribution of supplies to site; securing long and short term substitutes; maintaining Head Star/EHS library; working with Family Services Manager to develop and maintain literacy activities; maintaining the Center Director and Teacher II/ PCG meeting agendas; as assigned. If assigned the substitutes, supervises the Children's Services Assistant.
- Participates in trainings, workshops and meetings as assigned
- Participates in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort
- Serves as a liaison and collaborates with community agencies to assure delivery of services to families
- The health, safety and supervision of children in the program is essential, therefore every employee is responsible for the care and supervision of children while they are present at the center
- Other duties as assigned

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION/CERTIFICATES and/or EXPERIENCE:**

- a. BA or advanced degree in Early Childhood Education **OR**
- b. BA degree in a field related to Early Childhood Education with the 12 core units of ECE **OR**
- c. AA with 24 ECE/CD units (incl. core units); and willingness to complete a BA according to the Office of Head Start requirements.

**In Addition to A, B, or C:**

- Three semester units in Administration and Supervision and willingness to complete an additional 3 units and 2 units in adult supervision semester units
- 3 units infant/toddler
- Three years experience in a pre-school/infant/toddler classroom and 3 years experience in supervision.
- Current Pediatric First Aid, CPR and Health and Safety Course
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, and have a current (within one year) TB clearance and Health Screening Report.

**KNOWLEDGE AND SKILLS:**

- Working knowledge of the principles and practices of child development and adult learning styles.
- Understanding of the principles of bilingual and multicultural education
- Intermediate personal computer skills with word processing and email experience
- Strong oral and written communication skills
- Bilingual, Spanish/English preferred
- Knowledge of culturally diverse groups and persons from low-income families
- Advanced skills in reading, analyzing, and interpreting procedures and governmental regulations
- Advanced ability to write reports and correspondence. Advanced ability to effectively present information and respond to questions from groups of parents, children and staff
- Intermediate ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Advanced ability to solve practical problems and deal with a variety of situations with good judgment
- Advanced ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Have or be willing to obtain CLASS Reliability Certification that must be renewed annually

**PERSONAL CHARACTERISTICS**

- Dependability, initiative, good judgment and ability to function with minimal supervision
- A sincere interest in children and parents and their needs

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit at a desk and sometimes use a computer. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 15% of the time, to centers, meetings, trainings, and home visits as scheduled throughout the year. The employee spends approximately 25% of the time writing and/or keyboarding.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate and sometimes noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and

duties of the position.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_