Head Start & Early Learning Programs

Job Description

Position: Education Site Supervisor
Hours: Varies by program design
Location: As Assigned
Status: Exempt
Supervisor: Education Manager
Supervise: Lead Teachers

Position Summary:
The Education Site Supervisor is responsible for over-all administration of center based site(s) with multiple classrooms according to the Head Start Performance Standards, HS & ELP Service Delivery, Department of Early Education and Care (EEC) regulations, MA Department of Education Frameworks, and National Association for the Education of Young Children (NAEYC) criterion. The ESS maintains licensing and accreditation at the site(s). With support from the Assistant/Education Manager and program specialists, he/she provides technical assistance and mentoring to the education staff at site(s). The ESS works collaboratively with the Family Advocate and education team to meet child and family goals, including School Readiness goals. The ESS ensures the facility of the site(s) complies with health and safety guidelines.

Essential Qualification:
Education Supervisors must be Early Education & Care Director II Certified. Education Supervisor must have a minimum of a Baccalaureate Degree in Early Childhood Education or a related field. Must have a minimum of two years experience in appropriate early childhood setting, with at least one year working with special needs (including children with behavioral special needs), and one-year of supervisory experience. The ESS must maintain current knowledge of the Head Start Performance Standards, Department of Early Education and Care Regulations, NAEYC requirements (as applicable) and all other relevant program administrative requirements.

Essential Responsibilities:

- Produce documentation of physical exam, MMR's and TB risk upon hire and subsequently every two years. Obtain and maintain CPR and Emergency Pediatric First Aid certification according to EEC regulations.
- Display cultural competence and be sensitive to the needs of families with lower incomes. Demonstrate comprehensive understanding of typical and atypical development of children 0-5. Demonstrate excellent analytical, oral and written communication skills.
- Demonstrate proficiency in computer programs: especially Word, Excel and the Internet. Must use PROMIS for tracking and monitoring.
- Provide monthly observation, support, guidance and supervision to Lead Teachers. Support Lead Teachers in supervision of their Teachers and Teacher Assistants, substitutes and volunteers. Provide leadership through on-site work within the classrooms, including coordination of coverage for educator breaks, planning time, and reasonable release time for administrative tasks such as writing progress reports and weekly anecdotes.
- Work with parents, community members and education teams to plan, formulate and implement goals and curriculum for the classrooms, including individualized School Readiness goals for all children and ensuring that Kindergarten Transition systems are implemented.
- Collaborate with the Family Advocate to provide integrated education and family services including: systems for effective communication within the team; the writing of child and family updates on data system; and the coordination and planning of parent meetings.
- Conduct developmental screenings and ensure completion of annual behavioral screenings within 45 days of each child’s enrollment. Record developmental and behavioral screening
results in data system. Keep data system updated on any referral processes. In coordination with the family advocate, also maintain documentation of all screenings, assessments, consults and referrals in the child and family file.

- In coordination with the Disabilities Specialist, make special education referrals as needed. Keep data system updated on any referral updates.
- Oversee identification of building maintenance issues for site(s) through electronic maintenance request system. Maintain Building Maintenance book to ensure that Monthly Safety Checks and Weekly Custodial Checklists are completed, reported, and filed. Ensure that educators maintain the Daily Safety Check and all health and safety regulations.
- Ensure adequate bus monitor coverage, in coordination with the Transportation Department.
- Coordinate with other ESS to facilitate coverage at other sites as needed.
- Coordinate with Education Manager to write the NAEYC Annual Report and to maintain EEC licensing. Must demonstrate ability to work independently and effectively in a fast-paced environment while complying with program procedures.
- Attend all appropriate program workshops and meetings. Adhere to agency confidentiality policies.
- Maintain good in-house relationships with all other staff members.

**Physical Demands and Work Environment:**
The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit, stand, walk, talk, use a keyboard and climb stairs. The employee must occasionally lift and/or move up to 40 pounds. Must be able to engage in activities that include bending, floor activities, and lifting young children 2 months to 5 years of age. The employee must have the ability to drive a personal vehicle and program vehicles, as needed. The noise level in the classroom is lively. The work environment is primarily an indoor classroom environment, with daily exposure to outdoor weather.

This list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the agency. Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (C.O.R.I.), Department of Children and Families (DCF) background check and effective September 1, 2013 a Sex Offender Registry Information (SORI) and fingerprinting-based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check is to be completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verification of MMRs. Documentation of subsequent physical exams must be submitted exam every 2 years.

7.15