
Job Description

Muskingum County Head Start is looking for a full-time Educational Site Supervisor. This role is responsible for ensuring quality classrooms as determined by individual classroom implementation plan. Responsible for the supervision and management of the classrooms assigned. Implement and maintain compliance with all Head Start Performance Standards, SUTQ and licensing standards. Supervision of Teachers and Associate Teachers at assigned sites. Support and ensure effective Teacher-Child interaction.

QUALIFICATIONS:

1. Education/experience--BA, BS in Early Childhood Education or related field.
2. Demonstrate an aptitude for accurate record keeping, reporting and writing.
3. Maintain flexibility in meeting job responsibilities.
4. Show the ability to function effectively and appropriately with various community agencies, programs and professionals. Maintain a professional image while representing Head Start.
5. Demonstrate flexibility, willingness and commitment to attend professional meetings and training.
6. Exhibit the ability to communicate and remain courteous with children, parents, staff and community members.
7. Be able to cope with stressful situations.
8. Must have a valid driver's license.
9. Demonstrate a sincere commitment to the philosophy of Head Start and to the objectives of an early childhood intervention program.

Responsibilities:

1. Become / remain a reliable CLASS observer.
2. Observe, schedule and document regular visits in each classroom (required documents).
3. Ensure implementation of CLASS Implementation Plans, Creative Curriculum, Fidelity, Conscious Discipline, TSG Data and supplemental curriculum. Meet with staff and Education Manager regularly.
4. Meet, review and share CLASS scores with teaching staff.
5. Work in coordination with other program area managers to ensure the teaching staff are operating in full compliance with all regulations.
6. Conduct on-going classroom observations to ensure lesson plans and learning objectives are being implemented.
7. Abide by and ensure USDA guidelines and policies are followed.
8. Assist in the management of all Step Up To Quality regulations and reporting.
9. Support and train all teaching staff.
10. Inspect playgrounds monthly and document on safety checklist.
11. Maintain required ratio in classroom, substitute in classrooms when needed.

Supervisory Responsibilities:

1. Responsible for the supervision of teaching staff and volunteers at your designated site location(s).
2. Carry out supervisory responsibilities in accordance with program policies, procedures and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.
3. Implementation of PDP, mentor recommendation and observation feedback are implemented in each classroom.
4. Conduct regular site staff meetings in coordination with Center Administrators.
5. Ensure copies of personnel records, documentation, conference summaries, performance appraisals, and any other pertinent information is forwarded to Human Resources in a timely manner. No information of a confidential nature (including staff doctor excuses or medical information) should be kept outside of the locked HR filing system/office.
6. Ensure Active Supervision is being implemented in each classroom, including training staff Administrators to ensure all playgrounds are safety checked daily and before use and meet ODFJS Licensing requirements.