

Elkhart and St. Joseph Counties Head Start Consortium
Position Description/Performance Appraisal/Competency Assessment

Position Title: Site Supervisor
Reports to: Program Evaluation Manager
Positions(s) Supervised: Family and Community Specialist, Teachers, Teacher Assistants, Paraprofessionals
Position Purpose:

Incumbents Name:
Date Written/Revised: 5/6/20

The Site Supervisor reports to the Program Evaluation Manager for all staff and program at the assigned Head Start sites. The Supervisor is responsible to assure the safety and quality of services provided to all children enrolled in site classes and to assure that all services are provided in compliance with all Head Start standards that apply to Head Start as well in compliance with Elkhart & St. Joseph Counties Head Start Consortium policies and procedures. The Supervisor is responsible to work with parents of children enrolled in Head Start. Supervisors encourage parents to become actively involved and partner with Head Start to prepare their child for successful transition into school. The Supervisor is responsible to assure that the individualized needs of each child are identified and assessed. In some cases, the Site Supervisor also carries a modest case load and performs the duties of a Family and Community Specialist at their site. This is a year-round, full-time position.

Scope of Authority/Responsibility:

The Supervisor is responsible to hire, supervise, and conduct regular performance evaluations, discipline, and terminate, as needed, those employees assigned to the site, in consultation with the HR Team. The Supervisor is expected to make operational decisions specific to sites but is accountable to the Program Evaluation Manager for those decisions and must be compliant with approved policies and procedures as well as performance standards that apply to Head Start.

Adhere to HEAD START performance standards, Elkhart and St. Joseph Counties Head Start Consortium policies and procedures and STATE MANDATES regarding the reporting of child abuse and neglect.

The Site Supervisor is expected to present a positive and professional image of Elkhart and St. Joseph Counties Head Start Consortium, and actively and effectively participate on committees and work teams as requested.

Customer Contact/Relationships:

The Site Supervisor has regular contact with the children and their families, community agencies and other Head Start staff to coordinate services.

Minimum Hiring Requirements:

Academic: BA/BS degree from an accredited college in Education or a related field.

Experience: Desirable experience in a similar position in a Head Start or similar children's program. Two years of management experience and/or two years experience in an administrative capacity. Spanish speaking preferred.

Language: Ability to read, analyze, and interpret technical/medical/legal information. Ability to respond to routine inquiries to complaints from parents, regulatory agencies of the business community. Ability to effectively communicate with individuals and groups.

Math: Ability to apply concepts such as averages, ratios, fractions, and percentages to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete and/or abstract variables where only limited information or standardization exists. Ability to interpret a variety of instructions furnished in written or verbal form. Ability to prioritize projects or assignments based on limited supporting Information, and to develop creative alternative solutions.

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 position. The employee must have the physical ability to consistently and competently perform the essential functions of the position, with or without reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to communicate in person or over the telephone with employees, applicants, and parents. This position must also be able to travel between Head Start sites on a regular basis and may occasionally need to put in hours beyond the standard work week in order to meet customer demands.

The employee is frequently required to stand; walk; reach; bend; grasp objects and reach with hands and arms. The employee is occasionally required to sit.

This position must frequently lift and/or move up to 20 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 is required to have fine motor skills for legible and accurate writing of reports, charting, scheduling, and correspondence.

This position is required to visit family homes and other required locations.

This position must be able to work with all individuals in a positive manner and must be familiar with stress management and conflict resolution techniques. Must be able to tolerate a high degree of stress and have the physical agility and emotion stamina to respond quickly, an appropriately and effectively to emergency situations.

The incumbent must be able to handle administrative details and must be self-directed. Good supervisor, organizational and time management skills, as well as good communication skills, verbal and written, are essential.

A basic knowledge of computers as well as the ability to work independently as a member of a team, are required.

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
Program Governance	Assist with Site Committee Meetings through attendance and preparation. Through attendance at site meetings, ensure the inclusion of parent suggestions regarding curriculum ideas and classroom activities. Note suggestions in meeting minutes.	Ensure agenda minutes monthly site meeting monitoring form. Ensure meeting minutes; agenda are documented. Ensure ballots and results are immediately sent to Operations Manager. On a monthly basis collect and forward copies of site meeting minutes, sign-in sheets and agenda as part of monthly report to Program Evaluation Manager.	E M I N E M I N E M I N E M I N	E M I N E M I N E M I N E M I N	
Monitoring-Family Partnerships	Assure that compliance of Head Start Performance Standards are monitored for Family Partnerships Oversee the development and implementation of the Family Partnerships service plans, which includes planning, service integrations and development of efficient system to ensure that all enrolled children and families receive necessary and appropriate services.	Support the implementation of special initiatives as needed under the direction of the Executive Director. Support, monitor, and document: • Site Meetings • Agendas/Minutes • Hand-outs • In-Kind • Special Initiatives • Referral Forms • FACS monthly reports	E M I N E M I N	E M I N E M I N	
Ensure facilitation of Parental Commitment specific to their family/child's experience in Head Start. Family Summit Trainings	Ability to make parent feel welcome and valued and to help identify and develop parental leadership. Ability to effectively communicate with parents. Ability to help site staff develop good skills in welcoming parental involvement in Head Start.	Meets with parents as requested by staff and parents via SAT, case conferences, site meetings, open houses, transition meetings, and advisory boards. Ensures that Home Visits and Parent/Teacher Conferences occur per the Consortium standards Encourage and teach parents about the use of Community Comment Process	E M I N E M I N E M I N	E M I N E M I N E M I N	
Monitoring – Early Childhood Development Services and Health and Safety	Assure that compliance of Head Start Performance Standards are monitored for Early Childhood Development Services and Health and Safety Oversee the and implementation of the Early Childhood Development Services and Health and Safety service plans, which includes planning, service integration and development of efficient system to ensure that all enrolled	Gave clear and consistent direction to site-based staff to assure that services met or exceeded all defined quality standards that were well integrated and child and family friendly. Documented monitoring of staff compliance with Performance Standard Policies and procedures, State Licensing and provide report of corrected actions.	E M I N E M I N	E M I N E M I N	

	children and families receive necessary and appropriate services.				
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ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
Assure classroom facilities meet the needs of Head Start classrooms and are adequately maintained to assure the health and safety needs of children and staff.	Awareness of Head Start standards for classrooms and playgrounds.	Complete Health and Safety checklist and report immediately to the Program Evaluation Manager any concerns regarding playground safety and cleanliness.	E M I N	E M I N	
To ensure classrooms and instruction is compliant and developmentally appropriate with ability to support staff when needed to implement the curriculum.	Knowledge of Head Start Performance Standards for child development services. Knowledge of HighScope Curriculum, lesson planning, classroom environment and individualization. Knowledge of all Elkhart & St. Joseph Counties Head Start Consortium and Head Start policies, procedures and manuals. Provides oversight to all screening for completion DENVER/DECA/SAT/HEALTH/CLASS Observations. Knowledge of state licensing standards as they apply to both facility standards and site direction/supervision requirements. Knowledge of USDA standards as they apply to food serving standards. Knowledge of program evaluation tools and process and commitment to help implement that evaluation. Ability to understand and interpret statistical, demographic and regulatory information and communicate this information as needed.	Demonstrates verbally, written, and preparation for reviews the ability to articulate the Head Start Performance Standards. To demonstrate through documentation and support the various components of curriculum that is effective leading to positive child outcomes. Is able to, support the demonstration of knowledge regarding assessments used to identify children's strengths and challenges. Monitor staff be compliant with respect to paperwork and compliance Standards for CACFP.	E M I N E M I N E M I N E M I N	E M I N E M I N E M I N E M I N	

E=Exceed M=Met I=Needs Improvement N=Not met
Positions: Site Supervisor

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
Worked with Teachers and other site-based staff to plan ahead to assure proper resources were available to support regular classroom activity as well and special activities.	Knowledge of supply purchasing policy and procedures. Knowledge of meals and snack ordering policy and procedures.	Classes had supplies and other resources needed to support planned activity.	E M I N	E M I N	
Participated in Head Start required trainings, committee meetings and program evaluation activities.	Monitoring and Self Assessment	Managers ensured staff attendance at all required staff meetings and trainings. Managers participated in required trainings. Participated in the review and revision of Service Area Plans. Participated in evaluation of Elkhart & St. Joseph Counties Head Start Consortium services through the Self-Assessment and Peer Review process. Conducts monthly program assessment reports and supervisor's monthly reports and submit them in a timely manner to the Program Evaluation Manager	E M I N E M I N E M I N E M I N E M I N	E M I N E M I N E M I N E M I N E M I N	

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
Manages and supervises all site staff consistent with Elkhart & St. Joseph Counties Head Start Consortium policies and effective team administration practice.	Understanding of the Elkhart & St. Joseph Counties Head Start Consortium Personnel and Supervision Manuals. Understanding of how to access assistance as needed from the Human Resources Department. Respectful of supervisees balanced with solid understanding of appropriate management/line staff role boundaries.	Facilitated meetings of staff as needed. Met with each team individually on a regular basis. Consistently followed correct procedures in the hiring, discipline and termination of subordinate staff in accordance with established policies and procedures in consultation with the HR team. Disseminate information to all pertinent management staff and the Program Evaluation Manager. Works with Business Manager to ensure proper time is recorded in Abila for staff. Approve staff time off requests in Abila. Track and keep attendance points. Performance evaluation completed annually with staff.	E M I N E M I N E M I N E M I N E M I N E M I N	E M I N E M I N E M I N E M I N E M I N E M I N	
Promotes and models professional Head Start staff behavior expectation.	Promotes the philosophy, mission and educational objectives of Elkhart & St. Joseph Counties Head Start Consortium. Complies with Elkhart & St. Joseph Counties Head Start Consortium personnel policies and Head Start Code of Ethics. Assess his/her own professional growth and development plan to include time frames and achievement of goals.	Staff presented a consistent positive image of Head Start, a commitment to listen and resolving problems. Identify for additional training needs to refer to Program Evaluation Manager for assistance in meeting defined staff training needs. Needs for additional training to increase professionalism and create a professional development plan.	E M I N E M I N E M I N	E M I N E M I N E M I N	
Transportation Duties	Site Directed: Ensure bus boarding/unloading procedures are followed as outlined in the Transportation Policies and Procedures Manual. Support staff in the event when children are returned to school and if CPS calls are made. Knowledge of both regular and special transportation planning policy and procedures.	Supervisor monitors the bus loading and unloading procedures to ensure compliance is met by staff. And, to ensure that children arrive to school safely and buses are cleared of children and all children were delivered to home.	E M I N	E M I N	

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
Must meet In-Kind Match.	Understand of Elkhart & St. Joseph Counties Head Start Consortium budget. Ability to effectively communicate budget and financial report information to staff and parents with need to know.	Met or exceed budgeted in-kind revenue expectation. Demonstrates understanding of general financial information, in-kind budget. Kept site specific expenses within budget under Program Evaluation Manager guidance. Completed requisitions appropriately and self-monitored to request only expenses that were within budgeted resources.	E M I N E M I N E M I N E M I N	E M I N E M I N E M I N E M I N	
Monitoring – ERSEA Per Territory	Manage and monitor attendance of children in conjunction with ERSEA Manager	Monitored staff follow-up regarding attendance concerns (i.e. absences, tardiness, etc.). Met or exceed 85% attendance rate. Ensured collaboration with ERSEA Manager and staff regarding placement and withdrawal of children.	E M I N E M I N E M I N	E M I N E M I N E M I N	
Transportation	Ability to team effectively across departmental boundaries.	Work with Transportation Coordinator and Health and ERSEA Managers to ensure transportation of children.	E M I N	E M I N	
Training Support	Demonstrate ability to effectively communicate and instruct, utilizing appropriate technology and training tools and methods to ensure staff is adequately trained and coached to do their job.	Observes staff and met on an individual basis as needed and plan any individualized training needed. Worked with the Program Evaluation Manager to identify training needs and plan for the school year. Facilitated staff meetings as needed and kept minutes, sign-in sheets, and training evaluations to document information given and received. Observes staff to ensure training that has been provided reflects in the classroom environment.	E M I N E M I N E M I N E M I N	E M I N E M I N E M I N E M I N	

Goals/Objectives: Professional Development

Goals for FY _____	Approach to accomplishing goals/objectives	Midyear Check _____	Status Circle one	Comments/Mitigating Circumstances	Year End Evaluation	Goals for FY _____
			Met Partially Met Did not Meet			
			Met Partially Met Did not Meet			

Goals/Objectives: Health and Wellness Plan

Goals for FY _____	Approach to accomplishing goals/objectives	Midyear Check _____	Status Circle one	Comments/Mitigating Circumstances	Year End Evaluation	Goals for FY _____
			Met Partially Met Did not Meet			
			Met Partially Met Did not Meet			

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

HEAD START MANAGER SIGNATURE

DATE

EXECUTIVE DIRECTOR SIGNATURE

DATE

Employee & Supervisor: Your signatures indicate that:	Employee & Supervisor: Your signatures indicate that:
This position description has been reviewed with the employer and the employee has been given a copy.	The 90-day performance appraisal/competency assessment has been reviewed with the employer and the employee has been given a copy.

Employee Printed Name Date

Employee Signature

Head Start Manager Date

Employee Printed Name Date

Employee Signature

Head Start Manager Date

The annual performance appraisal/competency assessment has been reviewed with the employer and the employee has been given a copy.

Employee Printed Name Date

Employee Signature

Head Start Manager Date

Executive Director Date

Site Supervisor

Approval:

Policy Council: July 18, 2006
Board Approval: July 19, 2006

Policy Council: June 5, 2007
Board Approval: June 19, 2007

Policy Council: 07/08
Board Approval: 07/08

Policy Council: 07/11
Board Approval: 07/11

Positions: Site Supervisor

Policy Council: 07/13
Board Approval: 07/13