



TO CREATE AND PROMOTE EMPOWERING OPPORTUNITIES FOR OUR COMMUNITY

## **JOB DESCRIPTION**

**JOB TITLE:** Early Head Start/ Head Start Supervisor

*Please apply by submitting Cover letter and Resume. Bilingual required (English-Spanish)*

**PAY:** \$58,240.00 per year

### **GENERAL FUNCTION:**

Under the direction of the Program Director the Early Head Start/ Head Start Supervisor works to ensure that the Home Base Program operates in a way that exemplifies the goals of providing children and families with a strength-based approach and educational experiences that help them grow cognitively, socially, emotionally and physically. Will work closely in supporting and managing the EHS and HS Home Visitor team.

### **ESSENTIAL FUNCTIONS:**

- Works with staff to provide and monitor quality developmental environments and experiences for children, ensuring adherence with Head Start Standards.
- Conduct home visits with home visitors and provides feedback to staff for purposes of their professional development in program-defined competency areas and job description responsibilities.
- Stay current with federal, state, and local laws and regulations including: New initiatives, policy clarifications, Office of Head Start (OHS) frameworks, and all special education laws (IDEA, PL 94-142, PL 99-459) and civil rights laws (Section 504 and Americans with Disabilities Act), Caring for our children Safety regulations, Community Care Licensing Division (CCLD) Regulations.
- Engage in the promotion of staff development and continuous learning through training, in-service training, observation, and coaching.
- Exercise considerable professional judgement and autonomy in decision-making with respect to the general operations of the various child development programs
- Participates in recruitment and selection of Education staff.
- Makes home base assignments and conducts periodic personnel evaluations.
- Review and evaluates the Education Area activities to ensure compliance with The Chicano Federation and Head Start Performance standards.
- Recommends the purchase of instructional materials, play equipment, and teaching aids that are developmentally appropriate.
- Attends all meetings required by the funding source and agency management; prepares and submits required reports promptly and accurately.
- Participates in the recruitment, proper placement and transition of Special needs children and their families into the program.
- Maintain and monitors federal compliance with Disabilities Performance Standards.
- Conducts trainings.
- Other duties as required.

### **REQUIREMENTS:**



Must be able to pass a fingerprint clearance, background check, including criminal history, personal references, employment and education verifications Valid California driver's license and access to automobile with adequate insurance (or have easy access to other means of reliable transportation) to make home visits and travel to other school sites Chicano Federation of San Diego County, Inc.

**HEALTH REQUIREMENTS:**

Proof at the time of hire, TB clearance within 6 months prior, Annual Influenza vaccination (between Aug 1 – Dec 1), Pertussis (whooping cough) and measles immunization, Health screening at the time of employment.

Requires ability to interact with children in a busy environment including, but not limited to: Able to lift up to 50 lbs. Frequently kneel and squat Ability to move quickly.

**EDUCATION:**

- Bachelor's Degree in Child Development or related field.
- Transcripts required to prove a minimum of 24 semester units in Early Childhood Education / Child Development, including:
  - 6 units in infant/toddler studies.
  - 3 semester units in Administration
  - 2 semester units in Adult Supervision is preferred.
  - 16 semester units in General Education.

**EXPERIENCE:**

Minimum of 3 years of management experience in the field of Child Development and/or Family Services Minimum of 2 years in a supervision role Experience with State or Federal Funded programs.

**SKILLS AND ABILITIES:**

Must be able to clearly communicate with children in a manner that is understandable to them according to age and background. Good interpersonal skills including relationship building. Good oral and written communication skills. Comfortable with public speaking. Ability to work independently. Able to facilitate group presentations. Prompt, collaborative/team player, adaptable, communicator, organized, consistent, and compassionate.

**WORKING CONDITIONS:**

Works in an office environment and in the field. Must be able to be bonded. Travel required. Must have a vehicle, current driver's license and proof of insurance.