



Tri-County Community *Action Partnership* Position Description

Position Title: Head Start Supervisor	
Department: Head Start	Status: Non-Exempt
Pay Grade: 9 / Non-Union	Location: Crow Wing, Morrison and Todd Counties
Position Reports to: Program Manager	

Mission Statement

“TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary

The Head Start Supervisor is responsible for the implementation of the Head Start Performance Standards, Child Care Licensing regulations, and Policies and Procedures within the classrooms. They support the classroom practices of the lead teachers and the needs and development of the children.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

- Assist Human Resources in the hiring process and inform them report any staffing needs and changes.
- Monitor and direct staff performance, work plans, attendance/schedules, certifications, required documents and timecards.
- Recommend areas of improvement to staff and promote training that reflects the individual needs of staff members and/or the team as a whole.
- Document and administer both positive and negative feedback and utilize Performance Improvement Plan when warranted. Ensure documentation is forwarded to Human Resources.
- Conduct annual performance and probationary evaluations based on quantifiable and objective criteria.
- Ensure teaching staff progress towards education requirements and Professional Development Plans as supported by the Head Start Performance Standards.
- Assist Lead Teachers with the securing of substitute staff as needed ensuring that training occurs prior to working the classroom.
- Monitor Classroom Staff Personnel Files to ensure the files are maintained (updated and accurate).
- Monitor classrooms for Active Supervision strategies to ensure the safety of all children.
- Arrange and facilitate regular meetings with staff and provide for mandated trainings and updates to Policies and Procedures.
- Monitor classroom environments to ensure they are maintained, inviting and safe.
- Collaborate closely with the Health/Nutrition Manager to ensure that every child receives timely screenings, follow up, referrals and treatment plan.
- Coordinate with the Disability/Mental Health Manager to ensure that Behavioral Plans are implemented in the classroom.
- Ensure that the classroom is implementing appropriate services and accommodations for children with IEP/IFSP’s as recommended in their education plan and Individualized Child Care Plan.
- Complete regular classroom monitoring as assigned to ensure that Head Start Performance Standards, Licensing Requirements, and Policies and Procedures are being followed.
- Ensure that the classroom is following and implementing lesson plans.
- Monitor monthly paperwork.
- Participate in Team Staffing meetings with classrooms that are assigned.

Qualifications

- Bachelor's degree in Early Childhood Education or equivalent.
- Within 30 days of hire must obtain First Aid/CPR and keep up to date on the certification.
- At least three years of demonstrated experience in supervisory/management role in Prenatal-5 Classrooms.
- Current MN Driver's License.
- Must maintain a commitment to keep current in the profession.
- Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
- Significant decision making and problem solving in the areas of supervisory issues, scheduling and provision of program services.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Ability to exercise tact and discretion in all employee interactions.
- Ability to interpret and implement complex policies and regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.

Physical Requirements

- This position includes medium work, lifting to 50 pounds, with frequent lifting/carrying of objects weighing up to 25 pounds.
- Twist, turn, bend, stoop, kneel, squat, stand, walk and reach frequently in the performance of responsibilities including conducting inspections, testing appliances, working with testing equipment, etc.
- Able to tolerate a variety of odors, family living conditions, lifestyle choices, and other behaviors encountered during Hear and speak to use telephone and/or communicate with people inside and outside the organization.
- Able to effectively verbally and orally communicate in the English language including following oral and written instructions.
- Sit at a desk for extended periods of time and perform work sitting at a computer.
- Stand and walk around the organization and or client homes repeatedly throughout the day.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, working with equipment, review diagrams, labels and other printed matter for the safe operation of equipment.
- Able to work a flexible work schedule, including overtime, nights and weekends as required including attending events/meetings as needed.
- Must possess valid MN driver's license and proof of insurance and be able to travel to family homes regularly throughout the week.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date