

**COMMUNITY ACTION, INC. OF CENTRAL TEXAS
JOB VACANCY NOTICE # 17-13**

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Date Posted: March 27, 2017

Program:	Early Childhood Education	Position:	Site Supervisor
Location:	San Marcos	Status:	Regular Full-Time
Schedule:	Mon-Fri; 40 Hrs/WK	Salary:	\$1,620.37-\$1,668.65 Biweekly
	Application Deadline:		Open Until Filled

Mission:

Community Action develops opportunities for people and communities to realize their potential.

Strategic Function:

The Head Start Program Site Supervisor is responsible for the overall operation of the center. The Site Supervisor will oversee all staff in a cohesive way so as to promote continuity and efficiency in the function of the center. The Site Supervisor will guide staff and oversee all classrooms in order to promote and build developmentally appropriate practices for all children in the center. The Site Supervisor will work as a team with the Family Advocate, administration, program consultants and the community to coordinate all activities involving the program and families. PEP Site Supervisor also works directly with their respective PEP Coordinator.

Operating Principles:

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

Duties/Responsibilities:

In order to promote school readiness, health and well-being of the children and families the Site Supervisor will:

- 1 Ensure that all program policies, procedures and activities as defined in the Program Service Plans are followed.
- 2 Ensure that all children's health and nutrition screenings and documentation is completed and maintained according to agency policies and procedures. This includes attendance and meal count documentation.
- 3 Report all suspected Child Abuse to the Child Abuse Hotline at 1-800-252-5400 and to the ERSEA and Family Services Coordinator.
- 4 Ensure that the physical environment in the center and each class is appropriate.
- 5 Ensure that all adult to child interactions in the center are positive, appropriate and respectful according to the Head Start Program (birth to 5) Guidance and Discipline Policies and Standards of Conduct and CLASS approach.
- 6 Ensure that developmentally appropriate curriculum is implemented in each class every day. This may include planning and assisting with field trips and guest speakers [Follow agency policies and procedures concerning transportation.]
- 7 Ensure that each classroom is well managed.
- 8 Ensure that parents are actively engaged as partners in their children's education. This includes planning and conducting monthly Parent/Child activities and quarterly Parent Center Committee Meetings and ensuring that home visits are conducted according to the Program Service Plans.
- 9 Ensure that all documentation is completed and filed as directed in the Program Service Plans including but not limited to developmental and behavioral screenings, children's files, education notebooks, and parent communication in the Child Plus data management system and PreSchool First web-based curriculum and assessment.
- 10 Ensure that all agency policies and procedures are followed with regard to the purchasing of supplies, materials and equipment needed for the functioning of the center including but not limited to petty cash, the center inventory, agency credit cards and Purchase Orders.

- 11 Maintain good relationships with community partners including but not limited to local ISDs, ECI, public libraries, health care providers and volunteers.
- 12 Work with other staff, parents and collaborating partners to make the transition of children into and out of the class an experience that is supportive of each child.
- 13 In collaboration with Family Advocate, Parent Representatives and Involvement & Outreach Coordinator plan and execute quarterly Parent Meetings and regular Parent Education Opportunities.
- 14 Attend Policy Council Meetings as required
- 15 Prepare staff schedules and assure that child:staff ratios and class size are maintained at all times.
- 16 Ensure that all staff and volunteers receive required on-site training, orientation and documentation of volunteer hours and monthly record sheets are submitted to the Involvement & Outreach Coordinator timely.
- 17 Hold monthly staff meetings and provide additional training and support to staff as needed.
- 18 Observe in each classroom at least 3 hours each month and document teacher's compliance with all program expectations.
- 19 Timely assist staff in maintaining expected job performance through professional development and by following procedures outlined in the CAI Guidelines for Personnel regarding disciplinary action when needed.
- 20 Review, complete and submit all employee documentation related to time and travel according to agency policies and procedures.
- 21 Be familiar with and maintain compliance with all standards including but not limited to the Program Service Plans, Head Start Performance Standards, Texas Minimum Standards for Licensed Child Care Centers, State Department of Health Services, and local health, fire and safety agencies.
- 22 Attend all meetings as required and participate in professional growth opportunities.
- 23 Cooperate and work as a team by filling in where needed.
- 24 Supervise staff as assigned.
1. 25. Arrives on time and works designated hours (unless otherwise specified by immediate supervisor).
26. Flexibility with work schedule and location as needed based on program needs
27. Enter attendance records into Child Plus data management system weekly and ensure that teaching staff follow the appropriate Attendance Policy regarding communication with the families regarding attendance. Report attendance concerns to ERSEA and Family Services Coordinator.
28. Participates in Annual Door to Door Recruitment efforts.
29. Conduct Center material and equipment inventory bi-annually.
30. Reconcile petty cash box monthly.

For PEP Sites Only:

1. Ensure all health policies, procedures and activities as defined in the Program Service Plans are followed in the center, regarding nutrition, meals from CISD, and food program paperwork.
2. Ensure that all children's health and nutrition screenings and documentation is completed and maintained according to agency policies and procedures. This includes attendance, CCMS, and District meal count.
3. Observe each classroom at least 3 hours each month and document teacher's compliance with all program expectations, in coordination with the PEP Coordinator.
4. Ensure that all agency/ ISD policies and procedures are followed with regard to the purchasing of supplies, materials, and equipment needed for the functioning of the center including but not limited to petty cash, the center inventory, agency credit cards and purchase orders for both CAI and District.
5. Ensure that flow of communication and relationships are maintained with Head Start Program Staff, the PEP Coordinator and all CISD personnel including but not limited to the Principal, Administration, Counselors, CIS and Cafeteria staff.
6. Prepare staff schedules and assure the child: staff ratios are maintained at all times. Budget implications are in coordination with the PEP Coordinator/Site Supervisor.
7. Hold regular meetings as needed to provide additional training and support to CISD staff for EHS program needs. Budget implications are in coordination with the PEP Coordinator/Site Supervisor
8. Be familiar with and maintain compliance with all standards including but not limited to Head Start Program Service Plan, Head Start Performance Standards, Texas Minimum Standards for licensed child services and local health, fire, safety, PEP and CCMS agencies.
9. Cooperate as a team by sharing information regularly and consistently with Involvement & Outreach Coordinator, Education Services & Child Development Coordinators, PEP Coordinator and Family

- Advocate; and filling in as needed and performing other duties as assigned.
10. Coordinate HCISD transportation for center parents and for PEP students as needed.

General Indicators:

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

Qualifications:

Preferred:

Bachelor's degree in Child Development or Early Childhood Education

6 hours in business management

Three years experience in a classroom with 0 - 5 year old children

Three years of supervisory experience in a licensed child care facility

Ability to speak English and Spanish.

Required:

One year experience in a licensed child care facility or educational setting (0- 2nd Grade)

One year of supervisory or mentor experience in any setting

At least 21 years old

Valid Texas Driver's License - Class C

Daily Access to a vehicle

Vehicle insurance (personal injury and liability)

Ability to speak English and Spanish (Bilingual Positions Only)

Bachelor's degree in Child Development, Early Childhood Education, Elementary Education, Interdisciplinary Studies (with specialization in any of the above)

OR

Bachelor's degree in related field from an accredited college or university with 12 hours in child development

Physical Requirements:

- Be able to lift 25 30 pounds.
- Be able to walk, run, squat, sit on floor, speak, hear, and see to ensure children's health and safety.

Other Requirements:

- Basic PC computer skills including creating basic documents and utilizing electronic communication systems.
- Initial Health Exam required for all Head Start staff at the employee's expense.
- Initial and annual TB screening are required for all Head Start staff at the agency's expense.
- Criminal Background Check required for all Head Start staff at the agency's expense.
- Fingerprinting required for all Head Start staff at the employee's expense.

**CANDIDATES WILL NOT BE INTERVIEWED WITHOUT A COMPLETED
EMPLOYMENT APPLICATION.**

Interested applicants should mail applications to:

Ruth Salinas

P.O. Box 748,

San Marcos, TX 78667-0748

or email to

hrdept@communityaction.com

**For additional information about Community Action, Inc. visit our Website at
www.communityaction.com.**