

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – HEAD START PRESCHOOL SITES

BASIC FUNCTION:

Under the direction of the Manager-Head Start Program Operations, organizes and directs the activities and operations of the Head Start programs; assures teachers are supported in the classroom and comply with Program policies and procedures including federal and State mandates; responds to and resolves children and parent issues; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the Head Start programs and monitors site activities; participates in the development and implementation of departmental policies and procedures.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; manages and monitors staff absences and input into sub finder system; verifies substitute attendance; approves and disapproves staff absences.

Supervises multiple units or functions of the program, including education, family services, disabilities, mental health, health, maintenance and administrative units; assures units are coordinated and functional to provide quality services to families that meet the federal and State mandate.

Reviews lesson plans to assure developmentally appropriate activities and compliance to Program curriculum standards.

Coordinates special projects, such as inclusion, Power of Preschool, Smart Start, Schmaal Science Project and others.

Collects data using research-based instruments, such as environmental rating scales (ECERS), ITRS, DRDP-R to assist in Program planning; analyzes data collected for program planning and develop plan of action.

Reviews and approves referrals made for health, mental health and developmental services.

Schedules and conducts formal and informal site visits to monitor service delivery activities and compliance with Social Services Licensing requirements, Head Start, Early Head Start Performance Standards, Head Start Act, Title V, State Preschool and Child and Adult Care Food Program (CACFP) meal service contract requirements.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities; develops and manages program calendars; coordinates intake schedules; generates Program reports for monitoring of services and staff performance; prepares and submits licensing applications and meets with licensing representatives.

Approves purchases on school equipment, supplies, materials and staffing for cluster teams, including multiple classrooms and sites; identifies supply and equipment needs for the classroom; submits and approves work orders and maintenance needs for classrooms.

Responds to parent issues and concerns regarding their child, complaints regarding staff, and other Program related questions; meets with parents regarding discipline, developmental or other child issues and develops corrective plan of action.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; advises on Program goals and objectives for grant.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of instructional functions and transitional services provided by the assigned early childhood education program.

Principles of child development and early childhood education, specifically licensing regulations, performance standards and related policies and procedures.

Practices and procedures involved in the development, implementation and evaluation of early childhood education instructional functions and services.

State guidelines and requirements concerning early childhood education programs.

Curriculum interpretation and application in early childhood education programs.

Problems and concerns of students with special needs.

Policies and objectives of assigned program and activities.

Concepts of child growth, development and behavior characteristics of preschool age children.

Early childhood curriculum areas and appropriate methods for implementation and assessment.

Methods of observing, evaluating and recording child behavior.

Safe practices in classroom activities.

Requirements of maintaining a children's center in a safe, clean and orderly condition.

Cross-cultural issues.

Applicable laws, codes, regulations, policies and procedures related to assigned areas.

Developmentally appropriate practices.

Funding terms and conditions for State and federal grants.

Principles and practices of training and providing work direction to others.
Operation of a variety of audio-visual, office and instructional equipment.

ABILITY TO:

- Plan, organize, control and direct the programs, activities, budgets, and operations of early childhood services.
- Assure compliance with legal aspects of special education and early childhood education programs.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain current knowledge of legal requirements and changes to laws.
- Demonstrate cross-cultural sensitivity and respect.
- Operate a variety of audio-visual, office and instructional equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in education or related field and three (3) years increasingly responsible experience in early childhood education including classroom instruction and work with transitional services.

LICENSES AND OTHER REQUIREMENTS:

- Valid and appropriate California Teaching Credential
- Child Development Center Director’s Permit
- Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials

Approved: _____

Philip J. Gordillo
Executive Director of Human Resources

7/01/2011
Date