

**EASTERN PLAINS COMMUNITY ACTION AGENCY**  
**EARLY HEAD START JOB DESCRIPTION**  
**SITE SUPERVISOR**

**General Description:**

The Site Supervisor is responsible for daily operation of the center and coordination of all center activities. Primary responsibilities include implementing content area plans, ensuring quality care and education of children, supervision of staff, maintenance of the environment, developing rapport with parents and community, and utilization of available resources.

The Site Supervisor also conducts home visits with enrolled pregnant women through utilization of the Family Partnership Agreement process.

**Supervision:**

The Site Supervisor's immediate supervisor is the Program Specialist but he/she also receives guidance from the Program Director.

**Essential Functions-The employee is responsible for the following:**

1. Maintain an appropriate multicultural learning environment:
  - a. Implement and support the development of children through varied activities that promote participation regardless of ability,
  - b. Prepare developmentally appropriate and effective lesson plans that provide for individualized education.
  - c. Supports effective classroom arrangement during group socialization sessions,
  - d. Provide adequate supplies, materials, and properly maintained equipment,
  - e. Utilize classroom volunteers, substitutes, transition aides & Foster Grand Parents effectively,
  - f. Ensure Implementation of literacy activities.
2. Maintain effective behavior/classroom management:
  - a. Involve children in the development and implementation of consistent and developmentally appropriate rules of conduct.
  - b. Respect and acknowledge children's feelings and work with them to gain social competence
  - c. Observe atypical behaviors and arrange for referral, evaluation, and prompt follow-up as appropriate.
3. Conduct observations and developmental screenings and utilize the information to design individualized program plans to meet children's needs.
4. Develop and maintain an effective relationship with families:
  - a. Encourage parent involvement in all aspects of the program.
  - b. Establish a caring professional relationship and a climate of mutual trust and respect for the parents.
  - c. Maintain an open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program including the educational activities provided in the home and modeling techniques for their benefit as necessary,
  - d. Conduct effective home visits and other family contacts.
  - e. Work with center staff and Family Services Specialist to assist families in identifying needs and determining family strengths and goals.
5. Provide opportunities for parents to develop skills to enhance their role as the primary Educator:
  - a. Develop and implement an effective parent-training plan
  - b. Work with parents to strengthen the family's knowledge of child development, including assisting parents to understand how children grow and learn, and planning and conducting education activities with the parents which meet the child's

- intellectual, physical, emotional, and social needs.
- c. Involve parents in the children's educational activities.
- 6. Establish and maintain working partnerships with community resources and professionals and advocate for program, staff, parents, and families.
- 7. Participate in the delivery of health services to enrolled children and their families including immunizations, screenings, follow-up services parent training on related topics, and helping families to secure ongoing care.
- 8. Utilize established health and safety practices including safety and sanitation procedures, first aid, and emergency procedures.
- 9. Implement ongoing progressive transition practices.
- 10. Participate in recruitment procedures, identifying eligible families and assisting with the application process.
- 11. Participate in the development and implementation of Individualized Family Service Plans (IFSP) for children with disabilities.
- 12. Implement established nutrition practices.
- 13. Implement established mental health practices.
- 14. Maintain monthly child file checks, correspondence and other documents as required.
  - a. Ensures monthly monitoring of Licensing and on site staff files of staff CYFD/DPS clearances, documented fingerprints, Professional Development and training
- 15. Maintain center facility in accordance with all applicable requirements.
- 16. Make recommendations regarding purchase of equipment and materials and ensure that adequate supplies are available at all times and that equipment is properly maintained.
- 17. Personnel management:
  - a. Supervises assigned center staff and provide support and guidance as necessary to ensure quality operation of the center,
  - b. Conducts staff performance evaluations,
  - c. Provide input for staff training needs and assist in the orientation and training of new staff.
  - d. Observe individual staff, classrooms, and activities when needed; document concerns/accomplishments, and conduct follow-up procedures,
  - e. Demonstrate through mentoring relationship, developmental appropriate practice, role-playing, and role modeling for new teachers as assigned,
  - f. Participate in selection of new staff and make recommendations regarding personnel action or staff assignments when appropriate,
  - g. Regularly meet with center staff and others to provide consultation to share information, address concerns, etc.
- 18. Professionalism:
  - a. Maintain consistent compliance with applicable policies, regulations, procedures and guidelines.
  - b. Support program philosophy and goals
  - c. Maintain confidentiality in compliance with program policy, Cooperate and participate as an effective team member,
  - d. Actively participate in staff meetings.
  - e. Complete job duties in an organized manner and meet assigned deadlines,
  - f. Participate in training opportunities to enhance personal growth and development of job skills.
  - g. Keep immediate supervisor apprised of all concerns, issues, and job progress,
  - h. Utilize suggestions, comments and criticism in a constructive way.

- i. Exhibit a positive, caring, cooperative and enthusiastic attitude,
- j. Conduct self appropriately in public and promote a positive, professional image, Dependable and attendance is acceptable, Hygiene, appearance and dress are appropriate.
- k. Utilize good safety practices
- l. Flexibility in job assignments and adapting to program changes.

19. Other duties as assigned.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects and controls; reach with hands and arms, push and pull; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move 25-30 pounds.

**Qualifications:**

**MINIMUM:**

- 1. At least 21 years of age
- 2. An associate in early childhood education; OR a associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching Birth to age 5.
- 3. Three (3) years work experience in an early childhood education setting.
- 4. One (1) years supervisory experience
- 5. Valid New Mexico driver's license, clear driving record and own transportation
- 6. Ability to travel out of town to conduct or complete job responsibilities.
- 7. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare.

**PREFERRED:**

- 1. Baccalaureate, or advanced degree in Early Childhood Education or a Baccalaureate degree and course work equivalent to a major relating to early childhood education with 8 or more courses in ECE and experience teaching birth to pre-school age children.

I HAVE READ AND UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS OUTLINED ABOVE.

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Employee Signature

\_\_\_\_\_  
Date Signed

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Witness Signature