Capital Area Community Services, Inc.

**Job Description**

**Title:**  Program Supervisor 1  **Department:** Education

**Reports To:** Education Manager  **FLSA:** Exempt-Exempt

**Supervises:** Teachers, Teacher Assistant, Classroom Assistants **Updated:** 02/01/2022

**Job Summary**

Under the direction and guidance of the Education Manager, the Program Supervisor is responsible for supervision and oversight of the day-to-day operations of several Head Start centers. The Program Supervisor I supervises up to 6 classrooms. Assuring regulatory and legal compliance with federal, state and local regulations; communicating with parents and community representatives; supervision, monitoring and training of all center staff; monitoring compliance in all aspects of Head Start Performance Standards, State of Michigan Standards of Quality and Child Care Licensing Regulations.

The National Office of Head Start mandates that staff be fully vaccinated or have an approved vaccine exemption request approved and on file prior to hire date.

**Qualifications**

**Education:**

Bachelor's Degree with a major in Early Childhood Education, Child Development, or related field. Master’s degree preferred.

**Experience:**

Two to five years of related and progressively more responsible experience in classroom teaching. Supervisory experience in the area of Early Childhood is preferred.

CLASS certification preferred.

Successfully completed and maintain Basic First Aid and CPR certification.

Minimum of two (2) years administrative experience in a child development program is required.

Must have strong supervisory, leadership and communication skills; experience in conflict resolution.

Must be able to travel between multiple sites to provide oversight.

**Position Duties/Responsibilities**

Keep current on professional licenses and certifications as needed.

Maintain professional confidentiality.

Attend all required meetings, conferences and trainings.

Participate in Self-Assessment and Peer Review process.

Follow universal precautions.

Assists Program Managers and meets periodically with Managers in implementing their practices and requirements to meet Head Start Performance standards and guidelines for staff of **Lead Teachers, Teacher Assistants, Home Visitors, Classroom Assistants, Building Aids, Clerical, and Substitute Teachers, where applicable or others assigned.**

Mentor and provide guidance and oversight of staff through monitoring.

Monitors and coordinates staff schedules internally and arrange/schedule substitutes for the center as mandated by Head Start Management and Programs.

Monitors and ensures health, safety, and emergency preparedness at the designated center.

(**HSPPS: 1302.47)**

Investigates all child and staff incidents, completing all forms and notifying appropriate authorities and experts. (**HSPPS: 1302.47)**

Develops, maintains, and facilitates a positive community presence by promoting volunteerism and educational awareness pertaining to program needs.

Ensures that all center staff has appropriate training and technical assistance. (**HSPPS: 1302.91)**

Staff meetings, trainings and Family Fun Nights and Parent Committees for parents and staff, arranging for staff and parents to implement these activities and maintaining minutes, sign in sheets, in-kind forms, training logs, etc.

Supervision and evaluation of assigned staff at the center.

Work to support individual teachers to develop training plans for obtaining higher education in Early Childhood Education. **(HSPPS: 1302.101(b)(1)**

Utilize the Creative Curriculum to Fidelity tool to assess classrooms, in order to provide support, feedback, and supervision for continuous improvement to the program along with support and guidance from the Curriculum Specialist (**HSPPS: 1302.32(a)(2**)

Monitor PQA results with Curriculum Specialist and (GSRP) ECS to ensure classrooms are organized learning environments to include a variety of learning materials and appropriate furnishings. (**HSPPS 1302.31 (e)).**

Monitor CLASS results with the Curriculum Specialist and conduct CLASS observations for fidelity, if needed, to improve effective teacher-child interaction (**HSSPS 1302.30).**

Monitors all documentation for the center, data and files and ensures utmost confidentiality of information. Includes employees on-site licensing & file requirements, monthly classroom monitoring report, time sheets, sign-in sheets, training documents, children's files, supply inventory, and in-kind.

The identification, purchase and annual inventory of center supplies and equipment in accordance with the budget.

The fiscal management of the center by monitoring financial records, expenditures and accounts payable and receivable in a timely manner.

**Duties/Responsibilities of all Head Start Staff**

Follow all Head Start Performance Standards, Michigan Child Care Licensing Regulations, and all other federal, state, and local regulations.

Adhere to CACS Personnel Policies and Procedures and Mission Statement.

Communicate clearly and accurately when writing and speaking. Maintain professional confidentiality.

Share information with the administrative team, supervisor, and/or support staff regarding areas of success and/or concern.

Participate in meetings to provide input regarding special and to assist in developing plans to meet those needs.

Attend all required meetings, conferences, trainings, etc.

Participate in Program Quality Assurance and Self-Assessment efforts.

Work openly and cooperatively in a team effort approach. Work at any site with any staff. Contribute ideas and efforts towards common goals. Help build and maintain positive attitude, trust, and team spirit.

Personal appearance must be neat and appropriate.

**Physical Requirements**

Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

Always interact with children in an appropriate and safe manner.

Follow universal safety precautions.

*The above describes the general nature and level of work performed by a person in this position. It is not to be construed as an exhaustive list of all duties that may be performed by such person. Other duties may be assigned.*

*Must satisfactorily pass federal criminal history check with fingerprinting, physical exam and TB assessment, and drug screen at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures.*

*Capital Area Community Services, Inc. is an Equal Opportunity Employer. We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.*