

EARLY HEAD START SUPERVISOR**NATURE OF WORK**

This position is responsible for assuring that the Head Start Performance Standards are carried out by all staff and contracted agencies. This is highly responsible administrative and supervisory work involving the management of Early Head Start. An employee in a position allocated to this class is responsible for planning, coordinating, and administering comprehensive Early Head Start services. Early Head Start program means a program that provides low-income pregnant women and families with children from birth to age 3 with family-centered services that facilitate child development, support parental roles, and promote self-sufficiency. Work involves program planning and design; coordinating staff and program development for maximum service delivery effectiveness; providing technical assistance to delegate agencies, community child care agencies, and family child care providers. Work is performed under the supervision of the Head Start Director, and reviewed through conferences, reports, and program achievements.

EXAMPLES OF WORK

Responsible for overall management of Early Head Start programs and services.

Works with staff and parents to assure that Early Head Start services are of the highest level of quality and meet the needs of the particular children and families enrolled. This includes leading and/or facilitating in conjunction with parents, an ongoing planning and evaluation process to assure services are effective; managing the ongoing operations and assuring that feedback on service effectiveness and quality is used to re-design program services or adjust staffing for training and professional development.

Training on the Head Start Performance Standards and related issues.

Supervises the Early Head Start Family Services Specialist, Male Involvement Specialist, ChildPlus Computer Specialist and other Early Head Start services.

Carries out goals, policies, and activities designed to implement the Early Head Start objectives and Performance Standards. Develop and conduct program analysis, research, and evaluation.

Supervises and evaluates the Early Head Start staff and monitors all activities for compliance. Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Writes grant proposals; management by objective plans; assists in the development of the budget and recommends allocation of funds for Early Head Start services.

Provides technical assistance for early Head Start staff at delegate agencies, community based child care centers, and family child care providers.

Represents early Head Start on community, state, regional, and national committees.

EARLY HEAD START SUPERVISOR - CONT'D**EXAMPLES OF WORK - CONT'D**

Coordinates with Early Head Start partners in the community to ensure objectives are met. Monitors activities of contracted child care providers to ensure quality assurance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, theories, and practices of child development, facility development, parenting and parent/child dynamics, and culturally competent.

Considerable knowledge of recent developments, current literature, and sources of information related to infants and toddlers, and pregnant women.

Knowledge of Federal, State, and local guidelines and regulations pertaining to the Early Head Start program.

Knowledge of the methodology and tools of program review and evaluation.

Knowledge of the principles and practices of public administration.

Ability to plan, develop and coordinate complex and interrelating working procedures into comprehensive early Head Start services.

Ability to develop and coordinate training programs.

Ability to prepare detailed and comprehensive program related plans, proposals, and reports.

Ability to address an audience effectively and to present comments and opinions clearly and concisely, both orally and in writing.

Ability to develop and maintain effective working relationships with the social and medical professions, community organizations, staff personnel and the public.

Ability to use an automated information system.

MINIMUM ENTRANCE REQUIREMENTS

Bachelor's degree in Early Childhood Education, Special Education, Psychology or related field. Five (5) years experience in management of Early Education or child care programs of which three (3) years must be in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENTS

Degree specialization in Infant and Toddler Care or National Child Development Associate Credential with specialization in Infant and Toddler Care or five (5) years of experience working in an Infant and Toddler Program.