

EHS Site Supervisor

REPORTS TO: EHS Regional Management Coordinator

FLSA STATUS: Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for managing and directing the daily operations of an EHS site, working collaboratively with teaching staff and parents to ensure the successful operation of the PGCCS school readiness plan, including working with the Early Head Start team to plan, monitor, and implement all content areas and HSPS within the Early Head Start Program.

Essential Functions:

The EHS Site Supervisor will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The EHS Site Supervisor responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The EHS Site Supervisor will demonstrate competency to perform essential functions that include:

- Provides general site supervision for one site.
- Ensures quality direct service delivery for children, pregnant women, and families as assigned.
- Responsible for implementing center base and home base services as defined in the service plan.
- Works indirectly to develop and implement an educational program that includes: appropriate child development activities, bilingual/multicultural approaches, individualized education plans, and evaluation of child and & parent progress.
- Works with staff to assist with incorporation of IEP/IFSP goals into home visits and socialization.
- Provides role modeling, directions, & technical assistance to site staff.
- Provides direction for site staff in the areas of delegation, leadership, staff development, family issues, morale, and evaluation.
- Serves as a liaison between Specialists, Coordinators, other Central Office staff, and local site staff.
- Works with Site Manager to provide coordinated services between PHS and EHS within one site.
- Collaborates with community partners, local service providers, and agencies.
- Participates as part of the site team and works in conjunction with center staff for LPC, Team Activities, and Community Events.
- Actively recruits new enrollees for the program and maintains a waiting list.
- Oversees inventory and control of all home base supplies and materials.
- Maintains up-to-date, accurate records in all component areas and submits reports/records as directed.
- Maintains child/family/staff confidentiality.

Minimum Requirements:

- AAS/AA in ECE or related field. BA in ECE or related field preferred. All education must be from an accredited institution.
- Minimum 16 Infant/Toddler course credits from an accredited institution.
- Two years qualifying experience (Qualifying experience-means verifiable experience working directly with a group of children during a specified time period in any licensed child care facility, elementary education program, or in the field of social work, psychology, or other related field to child growth or development). Infant/Toddler experience preferred.
- Three years' adult supervisory experience. Application of the principles of early childhood development, management/supervision to workplace situations and processes.
- Possess computer skills in word processing, data collection systems, Internet and e-mail.
- Excellent oral and written communications, strong team leadership skills and experienced in public speaking.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide as needed a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge in ECE, Head Start Performance Standards, and adult learning styles.
- Have the capacity to problem solve, handle crises, work with families and children of various cultures from low-income backgrounds.
- Ability to translate theory into practice.
- Ability to provide technical assistance to staff in small and/or large group.
- Ability to work independently under critical time frames.
- Ability to prioritize workload while being flexible.
- Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date