



JOB ANNOUNCEMENT

JOB TITLE: SITE SUPERVISOR

LOCATION: SEMINOLE

DEPARTMENT: HEAD START

GENERAL DESCRIPTION: Responsible for the day to day supervision and coordination of operations at assigned Head Start and Early Head Start (HS/EHS) sites. Must assure all Head Start Performance Standards, 4C HS/EHS policies and procedures, and VPK state requirements are followed.

ESSENTIAL JOB FUNCTIONS: Supervises, monitors, trains and evaluates all assigned staff and volunteers. Ensures Head Start Performance Standards are implemented and maintained at all assigned sites; this is conducted through observation, monitoring, and implementation of corrective actions. Ensures timely and accurate execution of screenings, evaluations, assessments, as well as the recording of assessments using the Creative Curriculum computer program. Processes timesheets for staff and submits to payroll by specified time. Assigns work schedules and meal delivery schedules. Ensures the posting of all required papers and forms for licensing and Performance Standards. Conducts fire and severe weather drills. Oversees maintenance, safety and health of assigned sites at all times. Arranges for substitutes as needed. Ensures daily that meal counts are recorded accurately and timely in each classroom. Follows purchase order procedures and gets prior approval for all expenditures. Works effectively with Specialists, Coordinators and the Director to ensure the delivery of quality Health, Education, Nutrition, Mental Health and Disabilities services. Represents program at community meetings, makes presentations, and establishes and maintains community partnerships. Completes all required paperwork, reports, and audits by assigned deadlines.

MINIMUM QUALIFICATIONS:

Graduate from an accredited college or university with an Bachelor's Degree in Early Childhood Education, Child Development or closely related field. Two (2) years business experience in a preschool environment. Two (2) years supervisory/management experience required or two (2) years supervisory management experience in a preschool environment. Experience with multi-cultural and disabled groups.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to gain knowledge of agency and program terminology including Head Start Performance Standards and all other applicable laws and regulations. Ability to effectively supervise others. Must have general knowledge of managing and supervising staff. Ability to operate a computer. Knowledge of a variety of computer software applications, including Microsoft Word and Excel. Ability to navigate the Internet. Ability to gain knowledge of the ChildPlus software and other databases as needed. Ability to work independently. Ability to organize and supervise activities of site level staff. Ability to meet deadlines. Abilities in problem solving and organization. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar, in order to prepare and read documents and correspondences. Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels. Sensitivity to the needs, abilities, beliefs, and attitudes of individuals within and outside the Agency, including but not limited to customers and co-workers.

SALARY: \$36,630 to \$41,413 w/ Excellent Benefits

PAY GRADE: 10

APPLICATIONS/RESUMES TO: Apply online

CLOSING DATE:

EOE-Females/Minorities/Protected Veterans/Individuals with Disabilities