

## COMMUNITY ACTION AGENCY OF SOUTH ALABAMA



**Position:** Site Supervisor  
**Reports to:** Child Development Director  
**Location:** Monroe or Conecuh ELA

### **JOB SUMMARY:**

This is a supervisory position involving responsibility of the total operation of the center and the supervision of the staff. The Site Supervisor is also responsible for assuring that his/her particular center has a functioning Center Committee, as well as, active participation on the Policy Council. Works in conjunction with all Specialists for the Head Start/Early Head Start Program.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervises the operation of all center level employees and component activities.
- Obtains and approves daily time and attendance for all center employees, and compiles for submission to Central Office.
- Serves in the family/community service capacity as needed.
- Sees that substitutes are in place, as needed, and orientates new employees, substitutes, and volunteers to the operation of the center.
- Reviews all components' monitoring reports and takes the necessary steps for corrective action.
- Holds conferences with all employees on weaknesses or strengths as the need arises and documents such conferences, and submits personnel problems and other component problems areas in writing.
- Ensures that supplies, materials, and equipment required for the normal operation of the center activities are on hand; also approves written requests for center supplies.
- Ensures that center in-kind quota is met.
- Ensures that volunteer time reports are accurate and complete.
- Receives and distributes information, materials, and supplies from Central Office.
- Maintains safe operations of all center activities and submits reports to the appropriate program manager as indicated in the center operating procedures.
- Ensures Agency reports are accurate and sent in as required.
- Holds staff meetings and submits copies of the minutes to the Central Office.
- Holds monthly emergency drills (tornado, fire, lock down, bus evacuation, etc.).
- Evaluates center employees.
- Provides pedestrian safety training to parents, children and staff.
- Responsible for maintaining current DHR license.
- Maintains and assures implementation of the male involvement/fatherhood program on center level.

- Responsible for knowledge of the Head Start Performance Standards and the DHR Minimum Standards.
- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Respect rights and privacy of other staff.
- Attend mandated trainings, meetings, and staff development opportunities.
- Works as a team member with all involved and maintains positive work ethic.
- Perform routines with honesty, reliability, and punctuality.
- **Responsible for assuring that the Family/Community Advocate's responsibilities are completed as follows:**
  - Inputs and maintains data for Head Start and Early Head Start families and children.
  - Provides assistance in recruiting eligible families in the Head Start and Early Head Start program.
  - Provides family support services and establishes effective relationships with Head Start and Early Head Start families providing necessary referrals and documented follow-up.
  - Contacts families within three days when a child is frequently absent to determine the well-being of the child and provide support to the family.
  - Assists in maintaining all necessary records and files with accuracy.
  - Assists in the identification, and use of, community resources within the service areas.
  - Initiates the family partnership process through ongoing follow-up and documentation of identified goals.
  - Maintains a program curriculum to include major themes and related activities for the classroom to include outcomes for children as designated in the Performance Standards at center level.
  - Acts as an advisor for all staff, parents, and volunteers concerning early childhood education and supervision at the center level.
  - Coordinates comprehensive parent/staff conferences, to include a written report on each family from all component staff, two times each year at the center level.
  - Assists in comprehensive staffing to develop and assess goals for children and families. ○ Observes and records the performance of education staff in the classroom at the center.
  - Ensures that each Head Start & Early Head Start family receives the required two home visits per year at center level.
  - Interviews potential education employees, and makes recommendations to the interview committee.
  - Works in association with Head Start & Early Head Start service area managers to implement programs to ensure that children and families receive comprehensive services.
- **Ensures that all education forms are completed and utilized effectively and appropriately.**
  - Evaluates education staff's daily plans.
  - Ensures that goals for individual children are being recorded and tracked.
  - Ensures that the required component information is maintained in each child's file.
- **Recordkeeping and monitoring.**
  - Completes a monthly report for the Child Development Director.
    - Conducts an initial observation on individual children referred for developmental, social, or emotional concerns.
    - Maintains a system for tracking outcomes.
    - Must be actively involved in the NAEYC accreditation of all centers, if funding is available.

- Monitors the expenditures of the Center and makes monthly financial projections to the Child Development Director.
- **Contributes relevant education component information at management meetings and staff meetings.**
- **Supports school readiness by ensuring that provision of a high quality, developmentally appropriate classroom environment that fosters positive social-emotional development which lays the critical foundation for lifelong development and learning is provided for all children, including children with disabilities. The Site Supervisor further supports school readiness by analyzing ongoing child assessment data in order to provide reports to education staff, management, and governing bodies to increase the effectiveness of school readiness experience for the participating children and families.**

**Case Management:**

A written comprehensive assessment of the people or family’s assets, deficits, and needs is to be completed. The following areas must be addressed when relevant:

- Emergency/Crisis
- Transportation needs
- Money management/life skill education
- Education needs
- Job Training
- Mental Health Service
- Assistance to Families of Incarcerated Individuals
- Parenting Education
- Employment Needs
- Housing Needs
- Medical Needs
- Physical/Social/Emotional Needs
- Resource Analysis and Planning
- Energy Counseling
- Other Areas as Identified
- Evaluates through calls and/or interviews the progress of the family’s move toward self-sufficiency by accomplishing the goals listed in the assessment or family development plan at intervals of one month or less, or as defined by Agency guidelines.

**QUALIFICATIONS:**

- Bachelor’s Degree in Early Childhood Education, or a closely related field, or an Associate’s Degree in Early Childhood Education or a closely related field. With a minimum of 5 years of work experience in as a Child care worker or director in a Head Start/ Early Head Start setting.
- Skills to design, implement, and maintain Microsoft Office products – proficient with Outlook and Excel. Proficiency with use of document features in Word and other Agency programs such as Easy Track
- Ability to carry out complex projects independently
- Ability to analyze and interpret financial records and reports as needed
- Strong knowledge of pertinent laws and regulations as it relates to DHR, Head Start and the Agency requirements
- Can maintain cooperative work relationships

- Leadership knowledge and ability to coordinate and/or conduct training sessions. Previous Administrative/Supervisory experience.
- Working knowledge and ability to apply principles of basic first aid
- Must be able to work harmoniously and diplomatically with parents, children, volunteers, and other staff
- Ability to understand instructions
- Capability to instruct others in simple to complex matters involving families and family life as they relate to children
- Prepare and maintain accurate reports, records, and documents, to include data entry
- Knowledge of community resources and services
- Has ability to work effectively in stressful situations
- Possess strong mental and emotional maturity to deal with complex issues and environment
- Capability to organize and conduct workshops and meetings
- Must have the ability to establish and use good office administrative practices, which includes maintaining files and organization of work.
- Must have the ability to work with people of varying degrees of experience and back ground.
- Must have the ability to use office equipment that is required of this position.
- Should have some understanding of, and the ability to, apply basic management techniques.
- Must have the ability to understand the needs of the clients and be able to communicate with this group in a manner to achieve the maximum positive effect.
- Must attend training sessions and workshops.
- Must be able to attend night meetings at the Head Start and/or Early Head Start center.
- The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- Must have a valid Drivers' License and reliable transportation.
- Other Duties assigned by Management.

**PHYSICAL DEMANDS:**

Patient, able to resolve conflicts, gentle, kind, creative, and resourceful. Demonstrate ability to work effectively with people. Possess excellent problem solving, planning, and organizational skills. Detail and multi-task oriented with a strong desire to succeed. Must be able to cope well with stress.

While performing this job, the employee is frequently to sit; stand; stoop; bend; walk; talk; hear; use hands to grip; type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

***We celebrate diversity and are committed to creating an inclusive environment for all employees, parents, and children.***

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**Signature of Employee**

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**Date**

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**Signature of Witness**

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**Date**

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**Community Action Agency of South Alabama is an EOE**

Revised 12/3/22