



JOB TITLE: Early Head Start Site Supervisor

DEPARTMENT: Education

SUPERVISOR: EHS Assoc. Director

The mission of Unified Vailsburg Services Organization is to provide a stable and compassionate community to the children and families in the West Ward of Newark.

Our EHS Teachers must be committed to working cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the Early Head Start program in order to meet the cognitive, emotional, social, and physical needs of Early Head Start infants, toddlers and their families.

PRIMARY RESPONSIBILITIES

- Ensure compliance with Head Start/Early Head Start Performance Standards 45 CFR
- Work within the context of a team approach
- Maintain confidentiality according to EHS and agency policies and procedures
- Promote cultural sensitivity within the EHS program.
- Ensure that the Early Head Start Teachers follow program Policies and Procedures
- Monitor and assist Early Head Start Teachers in planning implementation of EHS curriculum.
- Monitor and assist teachers with parent teacher conference activities.
- Assist and support Early Head Start Teachers in problem solving of challenging issues, crisis management.
- Ensure that infant/toddler screenings (developmental, health, and hearing, etc.) are completed within the first forty-five day (45) days of enrollment.
- Ensure quarterly assessments of infant toddlers via Teaching Strategies GOLD.
- Ensure that Early Head Start Teachers have followed up on health, oral/dental care and nutrition-related requirements and recommendations.
- Ensure that any volunteers working with the Early Head Start Teachers follow program policies and procedures.
- Work with the Director of Early Head Start Services in the design and implementation of staff development plans for Early Head Start Teachers and Food Service Worker to ensure that training needs are appropriately identified and addressed.
- Provide written monthly observation reports.
- Conduct monthly individual and group supervision meetings with the EHS Teachers.
- Submit reports on group and individual supervision meetings.
- Work with Early Head Start Teachers, Food Service Worker, Family Advocate, Administrative Assistant, other staff and community agencies to ensure smooth transition of families in and out of the EHS program.
- Assist with enrollment and recruitment of families in collaboration with other EHS staff.
- Work with the Family Advocate in assignment of newly enrolled families to EHS Teachers.
- Complete performance evaluation of Early Head Start Teachers and the Family Advocate under supervision.
- Submit required reports to appropriate EHS staff upon request.

- Ensure that supplies needed for program activities are in place.
- Attend at all management team meetings.
- Attend parent teacher conferences.
- Attend program orientations, staff trainings, meetings, conferences, and workshops as assigned and required.
- Work with the Family Advocate and the Administrative Assistant to support smooth implementation of Parent Committee meetings.

ADDITIONAL RESPONSIBILITIES

- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Participate in staff meetings, conferences, training sessions and workshops as assigned. This includes sessions that may extend beyond scheduled working hours
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Comprehend, analyze, and make inferences and references from written material
- Verbal and written fluency in English
- Ability to produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Annually update Early Learning and Readiness plan for EHS.
- Make recommendations for program enhancements.
- Ability to communicate effectively with families, Early Head Start staff, EHS consultants, community professionals, and program volunteers.
- Ability to work with team and within agency systems.
- Collaborate with other Early Head Start staff to provide comprehensive services to infants, toddlers, and their families.

KEY QUALIFICATIONS

- Minimum B.A. degree in Child Development, Early Childhood Education, or related field (must include core infant/toddler units), required.
- Infant/Toddler Child Development Associate Certification.
- Infant and Toddler Credential
- Two - three years management experience with an emphasis on infants and toddlers, required.
- Infant/Toddler CDA or Associate degree in Early Childhood Education with infant/toddler classes
- Current First Aid, CPR
- Current enrollment in the Professional Impact New Jersey Registry (PINJ)
- Current physical examination, drug screen, and TB screen documentation upon hire and yearly thereafter
- Previous EHS/Child Care experience is preferred
- Principles and techniques of infant and toddler development
- Regulations and mandates of the HS/EHS Performance Standards
- Teaching methods and training practices for Infants/Toddlers

- Above average computer skills, organizational skills, time management skills, exceptional reading and writing skills, decision making skills, team building skills, problem solving skills.

PHYSICAL REQUIREMENTS

The activities of a EHS teacher require lifting of children and equipment, standing for long periods of time.

May also include:

- Time sitting on the floor or child size furniture.
- Setting up classrooms by moving tables, chairs, shelves, etc
- Walks throughout the community with children.
- Involved in music and motion activities.
- Contact with sick children requiring precautions to ensure the health and safety of all.

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

Unified Vailsburg Services Organization (UVSO) is an equal opportunity employer and does not discriminate against any potential job candidate or employee on the basis of race, creed, color, sexual orientation, national origin, or gender.