

Delta Sigma Theta Head Start/State Preschool

# JOB ANNOUNCEMENT

## **JOB TITLE: AREA SUPERVISOR**

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<b>Date Posted:</b>	July 12, 2010
<b>Closing Date:</b>	Until filled
<b>Exempt:</b>	Yes
<b>Department:</b>	Program Operations
<b>Reports To:</b>	Education Specialist
<b>Location:</b>	Executive Office
<b>Salary:</b>	\$ 4,067 - \$ 4,394 monthly + benefits

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### **GENERAL FUNCTION**

Responsible for supervising all aspects of day-to-day operations for a group of Head Start or State Preschool centers, Family Child Care Provider, Home Visitors, or a combination of those programs. Work with the Education Specialist and Senior Management staff to ensure the implementation of high-quality program services and effective management systems. Implement and maintain an ongoing quality monitoring system to ensure that all applicable federal and state program requirements and guidelines and local licensing regulations are met, including standards for Education. Directly supervises site supervisors, teachers, teacher assistants, family child care providers and/or home visitors. This function will be carried out in keeping with the Goals and Mission of the Agency.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise the work activities of teaching staff, home visitors and/or family child care provider to ensure the implementation of high quality program services and effective management systems in accordance with federal and state regulations, requirements, and guidelines. Identify training and technical assistance needs and provide or obtain assistance as needed.
- Supervise and control human and non-human resources including interviewing, hiring, training, and appraising employee/provider performance and developing improvement plans as required for a group of centers and/or family child care homes. Develop, implement, and evaluate professional development plans for teaching staff, home visitors, and /or family child care providers.
- Ensure that classrooms/FCC homes have appropriate materials that create, warm, safe and educationally challenging indoor and outdoor environments for children at all developmental levels.
- Ensure that teaching staff, home visitors and/or providers use all required screening and assessment tools and performance standard guidance to address child health, nutrition, and development and provide effective follow-up on information gathered.
- Supervise, assist, and support teaching staff, home visitors and/or providers in implementing with parents an individualized curriculum based on ongoing observations, screenings, assessments and developing implementing integrated lesson plans based on an individualized approach to each child.
- Supervise, assist, and support teaching staff, home visitors and/or providers in implement instructional activities, including individual, small and classroom

- group, indoor and outdoor experiences and field trips (*if applicable*) that promote language, literacy, mathematics, science, creative arts, social emotional and physical development and positive approaches to learning
- Supervise, assist, and support teaching staff, home visitors and/or providers in creating a classroom/home environment that fosters independence and trust through the use of familiar routines, transitions, and predictable responses to children needs and providing positive child guidance and appropriate limits and effectively responding to challenging behaviors of children.
  - Supervise, assist, and support teaching staff, home visitors and/or providers to develop and implement effective classroom/home management and communication systems that ensure optimal safety and effective learning for children and parents.
  - Supervise, assist, and support teaching staff, home visitors and/or providers to ensure the delivery of high quality services in the areas of family services, social services and family involvement in accordance with the goals, objectives and performance standards of Head Start.
  - Resolve needs, problems, and conflicts involving center staff consistent with applicable Agency, local, state and federal regulations, policies and/or requirements and assist in addressing parent complaints and community needs (if applicable).
  - Meets with home visitors to identify and seek solutions to any staff challenges and barriers stemming from their home visits (if applicable).
  - Ensures children of all ages receive quality care, supervision and planned activities during home visits and socializations (if applicable).
  - Implement a continuous quality monitoring and improvement program and programs to improve the quality of services. Frequently monitor centers/FCC homes for regulatory compliance and the accomplishment of program goals and objectives.
  - Prepares and submit program monitoring reports to ensure acceptable performance and compliance and evaluate the effectiveness of reporting instruments. Develop, implement, monitor, and validate action plans identifying specific steps to take in order to enhance program strengths and correct areas of weakness.
  - Assist Senior Managers and other staff in developing and updating center/FCC homes operating procedures and in developing plans, policies, and procedures for all program areas.
  - Reviews and recommends program and administrative policies, objectives, procedures and changes in job descriptions (affecting center operations) to ensure adequate service delivery.
  - Frequently inspect facilities to ensure compliance with federal, state, and local licensing requirements related to health and safety conditions. Work with local center leasers/managers and other program staff to identify and correct problems.
  - Maintain effective communication with administrative team members. Prepare and provide timely and accurate written reports, memoranda and other statistical and narrative information as required or requested.

- Assist in the attainment of non-federal share.
- Other duties as assigned

### **KNOW HOW**

- Knowledge of the principles, practices, goals and programs of Head Start and a demonstrated knowledge of Head Start Performance Standards.
- Knowledge of implementing teambuilding, leadership and management skills.
- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
- Skills in training, conducting meetings, and developing and maintaining public and community relations.
- Preferably fluent in both Spanish and English both verbally and written.
- Develop and maintain competency in the use of computer hardware and software systems required for communication, recordkeeping, and reporting
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
- Instruct, lead, train and facilitate others in a group setting.

### **EDUCATION AND EXPERIENCE**

- Preferably, a Master's Degree from accredited college or university with major in a related professional discipline, Early Childhood or Education, Social Work, School Administration, Human Services, Business or Public Administration.
- Program Director's Permit from California Teacher Credentialing
- Minimum of three to five years work experience with management authority and responsibility including program planning, operations, and evaluation, and the use of management information systems in a Head Start or other child development program serving low income children and families.
- Additional experience in human services management may be substituted for educational requirement.
- Demonstrated ability to work with, motivate and supervise staff, while maintaining a positive work environment

### **TRAVEL REQUIREMENTS**

- Must have a reliable personal automobile for use on the job;
- Must have a valid California Driver's License;
- Must have documentation of the required California automobile insurance coverage;
- Some travel required to various delegate locations, grantee office, and training workshops.

### **LANGUAGE SKILLS**

Bilingual (Spanish/English) preferred.

**OTHER SKILLS/ABILITIES**

- Interest and willingness to continue personal and professional growth
- Must possess the ability to analyze subordinate departments' workflow sufficient to recommend modifications to increase productivity.
- Ability to manage time, to work efficiently and thoroughly, and to contribute to the team concept of getting the job done.

**SPECIAL REQUIREMENTS**

- Applicant must pass a Child Abuse Index and a Criminal Records Clearance with the Department of Justice prior to employment;
- Applicant must pass a pre-employment physical examination and TP/Chest X-Ray. TB Clearance must be renewed every year and Chest X-Ray renewed as required by local and state regulations;
- Applicant must demonstrate proficiency in oral and written communications.

**PHYSICAL DEMANDS**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**SCREENING**

The screening will consist of a review and evaluation of employment application for minimum qualifications as specified above. Qualified candidates will be invited to an interview, which may consist of an oral examination/interview, a written/performance test or other test determined by management.

All potential employees need to be approved by the Advisory Board of Directors and Parent Policy Committee.

**SPECIAL INSTRUCTIONS**

In order to be considered as a candidate for this position, please file an official application at the following location:

**DELTA SIGMA THETA HEAD START/STATE PRESCHOOL**  
**5120 Goldleaf Circle Suite 270 Los Angeles, CA 90056**  
**Contact Person: Karla Beltran**  
**Tel: 323 295-2601 Fax: 323 299-4627**

Please submit resumes, copies of degrees, transcripts and credentials with your application.