



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Site Center Supervisor
Reports To: Head Start Principal
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 05/2012
Last Revised Date: 03/2013

Summary:

Supervise Head Start site operations and staff to ensure quality comprehensive service delivery to target community population. Directs and coordinates high quality Head Start parenting and early childhood development programs by performing the duties listed below.

Essential Duties and Responsibilities:

- Supervise Head Start assigned site operations including financial budget tracking, completion and submission of funding tracking and status reports; development and implementation of the annual service plan for assigned site; support of management efforts in all labor relations matters related to assigned site
- Assist Head Start Administrator and Operations Coordinator in developing site goals and objectives; coordinate with key management and Policy Council to develop program policies and procedures
- Supervise Head Start site staff, including training, development, coaching, and performance evaluation
- Implement internal and external reporting systems to monitor and control programmatic and fiscal activities and to monitor and ensure compliance with federal & state regulations and grant conditions; identify community needs as they relate to the site, adjust services to reflect changing customer needs and ensure efficient utilization of program resources
- Coordinate and supervise the collaboration between Teachers, Teacher Aides, Family Advocates and Site Volunteers to maximize the effectiveness of positive outcomes for participating children and families
- Ensure communication with Head Start Administrator, KRESA, bureau and department staff, external department and agency contacts, and program parents; contact/liaison to Head Start Policy Council
- Secure site facilities, materials, and equipment through facilities and service providers, including administration of maintenance needs to remain compliant with federal and state regulations
- Community relations and advocacy, including serving on boards & committees and participating in community activities, to ensure broad community support for program
- Supervise and evaluate instruction provided by assigned site staff
- Monitor site compliance with established practices and regulations
- Develop with Head Start Administrator site budget plan and monitor site expenditures and revenue

Essential Duties and Responsibilities (cont.):

- Initiate and/or guide positive system changes and training practices for assigned site
- Serve as Site Liaison for designated programs
- Coordinate site staff professional development and bi-weekly in-services
- Support proposals for grants and administer grants including funding
- Insure communication and marketing of services with local districts, parents, community agencies, etc.
- Follow laws, rules and regulations to support students, parents and staff
- Oversee the preparation of site reports for federal, state and local regulatory agencies
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master's degree in Early Childhood Development preferred. Bachelor degree in early childhood, special education, or related, with five-years experience in an educational environment, including two-years experience managing a multidisciplinary team in a large-scale educational or child development program; or comparable combination of experience, education, and training. Master degree in child development, educational leadership, or public administration, and Head Start experience preferred. Strong written and verbal communication skills and basic computing skills including word processing, spreadsheets, database and internet access. Experience with grant funding administration desired.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Delegates work assignments as appropriate
Keep administrator abreast of department activity
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence, policies and procedures
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Develops strategies to achieve department goals
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

Directly supervises Teachers, Associate Teachers with indirect oversight responsibilities for related support services assigned to the assigned site related programs; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending the hiring and training of employees; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

This position works in a typical office environment using standard office equipment and experiencing prolonged periods of sitting or alternating from sitting to standing. Also has frequent interaction with external agencies and departments (i.e. MI Dept of Health & Human Services, ACYF Region V Office, MI Dept of Education, etc...) Driving of approximately 40-miles per week is expected. **Position covered by the OSHA Final Rule Blood Borne Pathogens Act, Category A and has potential for exposure to communicable disease and pests including but not limited to head lice.**

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.