



Marin Head Start/ Community Action Marin

If you are looking for an opportunity to make a difference in the lives of young children and their families, come and join us at Marin Head Start!

SUPERVISOR HEAD START

Under the supervision of the Staff Support and Supervision Manager and in collaboration with the Head Start Management Team, the Supervisor assists in implementing the Head Start Performance Standards, supporting and monitoring program systems in all the service areas, supervising and supporting the growth and development of all assigned Early Head Start or Head Start staff.

Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Child Health and Development

For Head Start:

1. Assist assigned staff in creating a warm, accepting and developmentally appropriate environment, which encourages the cognitive physical, emotional and social development of preschool child and family.
2. Assist assigned staff to plan and implement individualized, developmentally appropriate curriculum that supports the positive growth and development of the whole child.
3. Build community connections with public school that allow for appropriate transitions of Head Start children and families.
4. Assist staff in creating and maintaining an environment that meets all the requirements of Community Care Licensing
5. Assist staff in Implement a system of observing children, recording observations and developing individualized curriculum for the children based on the observations according to program guidelines.

Family Development

1. Support the Family Advocate or home visitor in partnership with parent officers, to plan and conduct parent education/meetings based on the needs and interests of the parents.

Supervision, Team Building and Support

1. Use of reflective supervision techniques that support positive growth through clear communication, honest and frequent feedback, and regularly scheduled one on one meetings with assigned staff resulting in enhanced professional growth and job performance.
2. Develop a plan of supervision that includes regular observation and feedback for center-based programs, home visits, home based socializations, and parent meetings.
3. Partner with the Managers and the EHS Site Directors or HS Center Teachers to complete:
 - Performance reviews for EHS Caregivers, Assistant Teachers and/or Site Assistants including, three month, six month, and annual reviews for all new staff
 - Employee orientation
 - Site based staff training
4. Conduct three and six month performance reviews for assigned new staff or staff new to their positions. Complete annual performance reviews and develop and support goal plans for all assigned staff.
5. Review and provide feedback on end-of-the-month paperwork of assigned staff on a regular basis.
6. Support and facilitate team building with Early Head Start Site Directors through activities, clear communication, and

shared problem solving and decision-making.

7. Attend and participate in case conference meetings periodically to consider family needs, facilitate communication, provide guidance and feedback on referrals, and to support appropriate case conference outcomes.
8. Support and assist assigned HS and/or EHS staff to understand and implement systems in all program areas including child development, health and mental health, disabilities services, and family services.
9. Support and assist staff in provision of services to children and families including emergency substitution in centers on occasion.
10. Using the established monitoring systems to ensure quality, including one on one meetings, file reviews, observations of classrooms and site directors, insure that screening, assessments, family partnership plans, and curriculum are completed and integrated into each classroom, parent conference, home visit, group socialization, parent meeting and other program activities.
11. Organize and maintain system for facility management including ordering supplies and equipment and overseeing facility maintenance and repairs.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 the essential functions.

1. AA or BA in Early Childhood Education, Child Development, Human Development, Sociology, or a related field or a valid California Child Development Site Supervisor Permit or equivalent. Each of the above must include at least three units in infant toddler caregiving and three units in administration or staff relations.
2. At least two years supervisory experience or equivalent combination of education and experience
3. At least two years experience working with groups of children under age five. Experience working with infants and toddlers desirable.
4. Demonstrated ability to work well with parents.
5. Basic computer skills
6. Strong verbal/written communication and management skills
7. Provide evidence of reliable, insured transportation available for travel during working hours. Must have valid drivers license and proof of insurance.
8. Ability to provide evidence of US citizenship or proof of legal right to work in the United States.
9. Experience working with low-income families desirable.
10. Bilingual English/Spanish skills desirable.
11. Knowledge of Head Start Performance Standards desirable.

Physical Requirements

1. Successfully complete an employment physical and provide proof of the absence of TB within 7 days of hire date.
2. Physical agility to lift and carry objects up to 25 pounds and children up to 40 pounds for safety reasons.
3. Gross motor physical ability to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist, and turn.
4. Fine motor physical ability to grasp, pull, twist, and grip

Health and Safety Training Requirements

Prior to employment must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or obtain a Criminal Record Clearance from the Department of Justice.

10 months

Salary: \$34,560-40,020 for 10 months—mid Aug through mid June

Paid time off

This position is currently open and is open until filled

Interested Candidates please email or FAX your resume and cover letter to

Phone: Bonnie at 415-883-3791 ext 13

Email: bonnie@marinheadstart.org