

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **CHILD DEVELOPMENT AND EDUCATION (CDE) SUPERVISOR**

DIVISION: Early Childhood Development

PURPOSE: Carries out functions of day to day supervision of both the center-based and the home-based options of Head Start in accordance with Administration for Children and Families performance standards and current regulations for Head Start including supporting other service areas in providing comprehensive services. In addition oversee or support staff training and professional development and other special initiatives.

QUALIFICATIONS:

- Education: Bachelor's Degree in Early Childhood Education; or Bachelor's Degree in related field with a certification in Early Childhood Education or State Awarded Pa. Private Nursery/Kindergarten or Infant Toddler Certification.
- Experience: One (1) year experience as classroom/home based instructor with pre-schoolers, preferably in Head Start with one (1) year of supervisory experience, or two years experience in supervision/management or case management. Knowledge of social service agencies in Beaver County desirable.

Skills, Abilities and Knowledge:

- a. Ability to apply independent judgment in decision making
- b. Excellent oral and written communication skills
- c. Ability to achieve goals with little supervision
- d. Ability to maintain confidentiality
- e. Ability to motivate and supervise others
- f. Machine operations could include calculator, computer, photocopier, telephone
- g. Knowledge of Head Start regulations and Performance Standards, program policies and procedures, Head Start philosophy, and program operations

REPORTS TO: Child Development and Education Manager

SUPERVISES: Instructors, Instructor Aides, Home Based Instructors, Family Service Workers, Custodians

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

- Mental Concentration: Moderate concentration intermittently.
- Interruptions: Occur constantly.
- Physical Effort: Light physical effort in a sitting and standing position.
- Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environment information, child's developmental information.
- Special Demands: Potential eye strain, Frequent lifting.
- Special Requirements: Current Act 33, Act 34 and FBI/DPW fingerprint clearance documentation at hire.
Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Provide input in the development and implementation of the Child Development and Education service area plan, School Readiness Plan, procedures and trainings and assure program compliance in accordance with current Head Start regulations and performance standards.
02. Assist in planning the Instructional Program (classroom, home based, assessments, curriculum, etc.) and coordinate activities necessary to complete education objectives in the Head Start grant including procedures and form creation, and coordination with other service areas.
03. Supervise the program staff by:
 - Reviewing and monitoring staff schedules (community outings, socializations, home visit schedules, conferences, PTO, etc.).
 - Holding staff meetings with staff in assigned area of supervision.
 - Giving immediate crisis feedback to staff on daily operational challenges.
 - Responding to staff concerns/questions via phone calls, memos, emails, etc.
 - Working with other management members to plan, schedule, develop and implement staff training.
 - Supporting staff in problem solving, day to day concerns, situations, etc.
 - Observing staff and completing informal and formal observations and yearly performance appraisals.
 - Reviewing monthly forms submitted by staff and assuring accuracy, as well as necessary follow-up.
 - Arranging coverage for staff absences and substituting if necessary.
 - Approving community outings and socialization sites, giving input and feedback on pre and post outing activities.
 - Approving and coordinating "special" activities with staff, supervisors and parents to be implemented at program sites.
 - Reviewing field files of children to assure files are up-to-date and accurate.
 - Working with appropriate members of management to assure food and transportation services meet program requirements, as well as federal and state regulations.
 - Completing and/or approving bi-weekly time sheets and travel vouchers for staff and self.
 - Maintaining and reviewing tracking of staff personal and professional development plans.
04. Assure that staff encourage and are involved in operations in parent engagement area:
 - Recruit of parent and community volunteers.
 - Support and attend parent and Policy Council committee meetings as scheduled.
 - Support and monitor the implementation of comprehensive services through Family & Community Engagement for enrolled families.
 - Support and monitor communication time between CDE and FCE staff.
 - Document "inkind" donations.
05. Monitor program sites for compliance with federal and state regulations in regard to facilities and workplace; report concerns and work with others to rectify problems.
06. Monitor staff in supporting compliance with Child Health and Safety regulations and performance standards.
07. Visit and observe center sites and home based operations and staff performance at the following minimums:
 - Formally observe center operations and staff assigned two times a year.
 - Observe home visits two times a year (Home Based)
 - Observe a home based social and community outing once a year
 - Maintain a file on all assigned staff to monitor staff performance and employment requirements.
 - Observe staff informally ongoing, as well as monitor staff field files.
 - Monitor probationary staff regularly and complete probationary evaluations on new employees within the required time frame.
 - Complete end of year appraisals on each assigned staff.

- 08. Communicate with other professionals, local school systems, staff and parents to address concerns, resolve problems or provide support/information on the procedures, curriculum, and other topics (i.e., advisory staffing, parent meetings, staff meetings, etc.):
 - Participate in community outreach events.
 - Plan and coordinate educational activities that promote the importance of quality early learning.
 - Represent the Private Industry Council at meetings and events locally, regionally, and on a state level as assigned.
 - Gather and distribute information on early learning initiatives such as Keystone Stars, Pre-K Counts, etc.
 - Participate in and/or conduct meetings such as advisory, transition, etc.
- 09. Order, distribute, and keep inventory of requisitioned educational supplies and forms:
 - Approve form requisitions and disperse forms.
 - Prepare supply and material orders for the CDE Area.
 - Shop for materials and equipment, when necessary, and deliver or arrange delivery.
 - Approve requisitions of materials and supplies.
 - Monitor the disposal of supplies and materials.
- 10. Document on daily log all activities, duties, phone calls, etc. and complete reports as assigned.
- 11. Complete other duties as defined by the Head Start Director, CDE Manager when additional work is necessary to fulfill the obligations of the corporation or program.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: I

HOURLY WAGE: \$19.31

HOURS PER WEEK: 40
Possible non-traditional