

04. Responsible for annual self assessment process in Child Development and Education area.
05. Attends meetings with individuals, parents, public and private agencies on behalf of Head Start/Early Head Start when requested.
06. Reviews and authorizes time and attendance records and end of month paperwork.
07. Prepares service area reports, recommends changes and improvements necessary to support program growth and development.
08. Participates in meetings, job related training and continuing education programs as required by supervisor or Head Start regulations
09. Advocates for Head Start/Early Head Start families
10. Communicates with other professionals, local school systems, staff and parents to address concerns, resolve problems, or provide support/information (i.e., Advisory, staffing, parent meetings, staff meetings, etc.)
11. Schedule, plan and oversee advisory committee meetings
12. Approves ordering, distribution and assures a system of maintaining inventory of educational supplies. Assigns appropriate personnel to shop for materials and equipment, when necessary
13. Plans and leads scheduled service area team meetings
14. Performs other duties as defined by the Head Start/Early Head Start Director and/or the assigned supervisor when additional work is necessary to fulfill the obligations of the organization
15. Coordinates program service areas in planning, supervising, evaluating, training, and providing innovative ways of management and comprehensive Head Start/Early Head Start home based services
16. Ensures recruiting of program participants on an ongoing basis
17. Maintains comprehensive services to families through:
 - Mental health observations, reports and services
 - Early intervention services
 - Coordinating special services for children birth to three

The following areas are specific to day to day supervision of Child Development and Education staff. These duties may occur as needed.

18. Supervises Child Development and Education Duties include:
 - Reviews and monitors staff schedules (community outings, socialization, home visit schedules)
 - Holds staff meetings with Child Development and Education staff
 - Gives immediate crisis feedback to staff on daily operational challenges
 - Responds to staff concerns/questions via phone calls, memos, problem solving, etc.
 - Oversees planning, scheduling, developing and implementing staff training
 - Observes staff and writes observations/evaluations (informal observations followed up with memos and/or meetings)
 - Arranges coverage for staff absences when necessary
 - Approves socializations, schedules and community outing sites, gives input for follow-up activities, etc.
 - Approves and coordinates "special" activities with staff, supervisors, and parents to be implemented at center sites or other locations as necessary
 - Reviews pertinent CDE documentation and records ongoing.
19. Visits sites and observes home-based programs at the following minimums:
 - Formally observes home visits two times a year
 - Makes informal home visits or contacts monthly
 - Observes a home-based socialization twice a year for each socialization group
 - Maintains a file on all staff supervision activities and periodically make recommendations based on these notes and data

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: J

HOURLY WAGE: \$21.88

HOURS PER WEEK: 40
Possible non-traditional