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| Job Title: | **Site Supervisor** |
| Department: | **Child & Family Development** |
| Reports to: | **Site Manager** |
| Level: | **S** |
| Supervises: | **Teachers, Assistants and Ancillary Staff** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Site Manager** |
| Date: | **April 15, 2021** |
| 52 weeks/40 hours a week/ Full Time | |
| Purpose:  To promote school readiness by enhancing the social and cognitive development of children through the provision of education, health, and nutritional, social, and other services to enrolled children and families. | |
| Position Objectives:   * Comply with and utilize the Head Start Program Performance Standards, Head Start Act, State of Michigan Child Care Center Licensing Rules, the Early Childhood Standards of Quality for Pre-Kindergarten, GSRP Implementation Manual (GSRP funded), Great Start to Quality, Program Procedure Manual Guidance, 5 Year Grant, USDA/CACFP/MDE Requirements, and NMCAA Personnel Polices. * Serve as a Licensee Designee. * Act in a manner that is conducive to the welfare of children. * Responsible for the general management of centers. * Ensure Facilities are conducive to the welfare of children. * Ensure appropriate care of supervision of children at all times. * Develop, implement, monitor, and evaluate center policies and the program. * Support classroom staff in providing remote services when necessary, to support children and families in a home environment. * Address parent, child, and staff issues. * Monitor safety, transportation, nutrition services, and staff performance. * Hire new employees and ensure full staffing in the classrooms. * Train staff on job requirements and expectations. * Participate in the development and commitment to making progress toward program goals on an ongoing basis. | |
| Essential Functions:  ***Eligibility Recruitment Selection Enrollment & Attendance***   * Team with appropriate staff to promote recruitment activities.   ***Education and Child Development***   * Monitor the Michigan Early Childhood Care and Education Professional Development Record and MiRegistry Learning Records to ensure compliance. * Promote school readiness through program goals and health and safety practices. * Provide supervision to staff that supports their professional development needs. * Train and monitor staff on the use of Active Supervision strategies. * Adhere to the NMCAA Early Childhood Guidance Policy and NMCAA Child Development Programs Code of Conduct. * Supervise and mentor classroom staff to develop their professional skills. * Assist with NMCAA substitute responsibilities.   ***Health***   * Monitor documentation and train staff on requirements using the classroom What’s Due When chart, Monthly Folders, ChildPlus Reports, and the Site Supervisor/Teacher Recap form. * Partner with the Facilities Coordinator to ensure facilities are kept safe through an ongoing system of preventative maintenance. * Develop, train, and monitor the implementation of emergency procedures and safety protocols. * Develop, train, and monitor Active Supervision practices to keep children safe during all activities, including indoor and outdoor supervision of children at all times. * Update, train, and monitor plans for specific health care needs and food allergies, including administration of medication procedures. * Update, train, and monitor procedures and systems to ensure children are only released to an authorized adult. * Update, train, monitor, and submit appropriate reports concerning incident, accident, injury, illness, death, and fire occurrences. * Monitor transportation compliance to meet State of Michigan Licensing Rules for Child Care Centers and Head Start Program Performance Standard requirements. * Update and monitor requirements for handwashing procedures, communicable disease reporting, and the Cleaning, Sanitizing, and Disinfecting Guidance. * Follow and ensure staff abide by the Staff and Volunteer Mandated Reporting Policies. * Partner with Program Support Staff to monitor USDA requirements, NMCAA Head Start Nutrition Plan, and Head Start Program Performance Standards. * Communicate with vendors regarding food distribution for centers as needed.   ***Family and Community Engagement***   * Encourage and mentor families to participate in their child’s education. * Engage in a process of collaborative partnership building with families to establish mutual trust, hire staff, promote in-kind opportunities, and participate in program activities. * Update and support classroom staff in sharing safety and injury prevention tips and household safety checklists with families. * Promote earlay childhood and agency programs throughout the community by being an active member of appropriate organizations and provide information to groups about NMCAA. * Develop relationships with other professional agencies and area schools. * Oversight of staff responsibilities and expectations as a community partner and agency representative. * Obtain and update Memorandums of Understanding (MOUs) with appropriate community partners as needed. * Attend Policy Council as necessary. * Support staff in conducting Family Engagement Activities. * Monitor the completion of the Plan and Approval for Family Engagement Activities form.   ***Record Keeping***   * Participate in establishing program goals, monitoring program performance, and using data for continuous improvement. * Participate in the preparation, collection, aggregation and analyzation, use, and sharing of data. * Utilize, update, train, and monitor guidance/checklists regarding due dates and timelines. * Monitor curriculum and food allotment receipts and documentation. * Authorize and process staff expenditures and expense reports in accordance with the Business Office. * Complete and monitor employee performance reviews within specified timeframes. * Team with staff to ensure in-kind documentation. * Utilize ChildPlus systems. * Maintain an Outlook calendar.   ***Personal and Professional***   * Maintain professional and personal confidentiality. * Utilize the payroll system to meet employment requirements. * Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements. * Maintain an Employee Center File, including maintaining employee health requirements and certifications. * Participate in professional growth opportunities, including obtaining at least 16 hours of training each year, following Head Start and State of Michigan Child Care Licensing. Maintain up-to-date records on MiRegistry. * Meet on a regular basis to recap job requirements and professional development with Site Manager. * Attend all required trainings, meetings and recaps, on time, prepared and ready to participate. * Report to LARA within 3 business days after an arraignment or conviction of 1 or more crimes as described in the State of Michigan Licensing Rules for Child Care Centers.   ***Supervisor***   * Partner with management staff to update the Procedure Manual. * Partner with the Director of Operations to oversee all transportation responsibilities. * Assist in the planning and coordination of appropriate professional development. * Partner with the Human Resources Department, Support Staff and Policy Council Representatives to complete hiring activities. * Seek the expertise of Management Team members to assure the integration of services in each program option. * Collaborate with Great Start to Quality Resource Center staff for Michigan Quality Rating and Improvement System (TQRIS) requirements. * Assist with NMCAA substitute responsibilities. * Assist in the development of policies and procedures. * Plan, prepare, and facilitate team meetings. * Recap monthly with staff to monitor documentation requirements and provide purposeful, timely feedback. * Complete and monitor employee performance reviews, goals, and support plans. * Perform other related duties as assigned by the supervisor. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of services provided. * The ability to represent NMCAA professionally in service to families and the larger community. * Performs job duties in accordance with agency policies and procedures. * Adheres to NMCAA employee performance review expectations based off the Cornerstones of Culture, Working Habits, Job Performance, and Personal Goals. | |
| **Minimum Education:**   * BA/BS degree in early childhood education, human services administration, or related field. Equivalent experience will be considered.   **Additional Qualifications Required:**   * Pass a comprehensive background check. * Ability to meet the State of Michigan and federal health requirements (medical clearance, mental wellness, and TB examination). * Be suitable to meet the needs of children. | |
| **Minimum Experience:**   * Strong teamwork skills which balance team and individual responsibilities. | |
| **Essential Abilities:**   * Demonstrate sensitivity and understanding when working with children and families. * Commitment to the NMCAA mission and vision. * Commitment to the Program Philosophy. * Adhere to and promote the Cornerstones of Culture. * Maintain confidentiality. * Ability to plan, organize, implement and evaluate within an established organizational structure. * Possess management skills that include written and verbal communication abilities, decision making, time and stress management and strong observation abilities. * Interact positively with staff and parents in a non-judgmental, tactful, and courteous manner. * Work openly and cooperatively as a team member. * Ability to plan, organize, and prioritize. * Suggest innovative approaches in completing job responsibilities. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Effective written and verbal communication skills. * Basic computer skills with experience in internet access, web-based software, e-mail and working knowledge of office equipment. * Willingness to seek further training and education. | |
| **Minimum Physical Expectations:**   * Physical activity that requires lifting of 50 lbs. or more. * Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting. | |
| **Minimum Environmental Expectations:**   * Possible exposure to blood and bodily fluids or tissues. * Possible exposure to communicable diseases. * A moderate amount of driving is required. | |