

SITE SUPERVISOR

Reports to: **Education Manager and/or Child Services Senior Manager**
Department: **HeadStart**
Classification: **NE-9**
Date: **February 2017** Previous: May 2015

JOB FUNCTION:

Responsible for ensuring the Center exceeds Performance Standards and New York State Day Care Licensing according to the Child Development Philosophy.

ESSENTIAL FUNCTIONS:

- Oversees the coordination of all program components.
- Train, supervises staff, and evaluates staff
- Spends a minimum of 50% of time in classrooms; conducts classroom observations, offers support and guidance to classroom staff, ensures developmentally appropriate practice.
- Responsible for classroom staffing to ensure classroom ratios are met.
- Reviews and monitors files and paperwork.
- Participates in annual Self Assessment
- Attends meetings as required.
- Assesses equipment and materials needed.
- Manages and directs program activities at sites
- Serves as Building Liaison.
- Obtains and reports program In-kind.
- Adheres to Agency Personnel Policies
- Supports program School Readiness goals and objectives.
- Demonstrates commitment to mission, values and policies in the performance of daily duties.
- Understands and supports MVCAA, Inc. Supervision of Children policy.

ADDITIONAL RESPONSIBILITIES:

- Performs other duties as requested by the Director or Supervisor.

QUALIFICATIONS:

- BS/BA in Early Childhood or related field w/ 12 credits of Early Childhood Coursework plus 1 year experience teaching in a Child Day Care program and 1 year experience supervising staff in a child care program or related field of work
- Familiar with the Child Development Program and NYS Day Care Regulations.
- Good communication skills, both written and verbal.
- Willing and ability to travel throughout Oneida and Herkimer Counties.
- Knowledge of community resources.
- Annual Physical Examinations.
- Ability to relate to people from varied backgrounds.
- Background check, fingerprint screen and annual physical and TB.

MVCAA, INC. IS AN EQUAL OPPORTUNITY EMPLOYER