

Position Description

Title:	HS/EHS Operations Supervisor	Supervisor:	Head Start Director
Department:	Children & Family Services	Classification:	Full Time

A. Job Description:

The Head Start Operations Supervisor is responsible for overseeing the smooth and efficient operation of the Early Head Start and Head Start centers; management responsibility over centers ensuring that active supervision and the health and safety of children is kept at the forefront of community and staff. This will be done directly or through supervision and delegation of responsibility to the program's Site Coordinators. The HS Operations Supervisor's responsibilities include oversight and administration of all employment related areas including, but not limited to:

- i. Support the planning and implementation of a comprehensive child development program that meets the Head Start Performance Standards and Maryland State Department of Education Office of Child Care licensing regulations.
- ii. Remain abreast of and analyze the impact of federal, state and local legislation
- iii. Ensure the standards of conduct are adhered to by all center staff
- iv. Support the maintenance of efficient and effective record-keeping and reporting systems
- v. In conjunction with the Family Services Supervisor, assures that the program serves the number of eligible children for which it is funded through selection and enrollment of recruited children for centers
- vi. Support the implementation of active supervision and systems for efficient and effective operation of centers to ensure the health and safety of children at all times
- vii. Participate in the annual self-assessment in meeting program goals and objectives
- viii. Establish and implement procedures for ongoing monitoring of Head Start center operations
- ix. Oversee financial aspects of Head Start center operations with regard to review of expenditures and purchase approvals and assist in developing budget recommendations for facilities, equipment and materials or items needed for repairs and maintenance
- x. Attend Policy Council meetings as scheduled for information reporting and updates to parents and assist in the process of collaborative partnership-building with parents
- xi. Assist in developing and fostering effective collaboration between department, division, staff and other affiliated services

- xii. Provide a monthly summary of center operations to the Head Start Director outlining the programmatic status of centers and administrative activities, facility conditions, monitoring results, and strategies to resolve identified problems
- xiii. Assist with recruitment, selection and retention of well-qualified staff
- xiv. Supervise Site Coordinators including scheduling, setting priorities, evaluation and disciplinary actions
- xv. Facilitate and provide professional development to Site Coordinators as part of the commitment to the delivery of high-quality services; evaluate and verify staff performance, needs and ensure that training is obtained
- xvi. Provide guidance and leadership to Site Coordinators emphasizing the importance of the program achieving high standards of quality, internally and through public and private sector partnerships
- xvii. Conduct staff meetings and conferences with Site Coordinators to discuss operating problems, organization, budgetary matters, technical problems and the status of plans and projects
- xviii. Share center goals with the program team through staff meetings and respond to feedback and concerns generated by the Executive Director, Head Start Directors, Service Area Managers or Site Coordinators
- xix. Monitor the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and assure the compliance with all funding source mandates, all applicable laws and regulations, and assure that standards which exceed the minimum are being met
- xx. Make recommendations for hires, and if necessary, terminates staff, complying with applicable laws, regulations, and Agency Personnel Policy and Procedures
- xxi. Assist with remediation of any non-compliances found in delegate or grantee assessment, and incorporate recommendations into planning for the improvement of the program
- xxii. Read management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs
- xxiii. In consultation with the Education Coordinator, assure that classrooms and playgrounds are well-equipped

B. Position Qualifications:

- Bachelors degree from an accredited college or university, with five years' experience in supervision of staff, fiscal management and administration.
- Sustained concentration and ability to handle multiple tasks often and simultaneously
- Significant diagnostic and problem-solving skills
- Ability to interpret and implement complex policies and regulations
- Strong organization and time management skills, ability to meet tight deadlines

C. **Position Characteristics:**

Salary: \$54,000 to \$60,000
Hours: Monday through Friday, 8:30am to 4:30pm
Classification: Full Time

COVID-19 Vaccination

SHORE UP! Inc. Early Head Start requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

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SHORE UP! Inc. is an equal opportunity employer.