

United Community Action Partnership, Inc.

INTERNAL/EXTERNAL

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CLASS TITLE/POSITION: Early Head Start Site Supervisor (JOB #0619K)

LOCATION: McLeod, Kandiyohi, and Lyon Counties

STARTING SALARY: \$16.19 – \$21.06/hr + Benefits

JOB STATUS: Full time (40 hours), 12 months per year, Non-Exempt

RESPONSIBILITIES: To provide a comprehensive Head Start experience that meets the requirements of the Head Start Performance Standards. To integrate component activities within the classroom. To empower parents and staff as team members in a comprehensive approach to child development and self-sufficiency.

EXAMPLES OF DUTIES:

- To ensure that the Head Start program complies with the Head Start Act and the Head Start Performance Standards.
- Develop and maintain a system that ensures all component areas are integrated within the program option with support and direction from Head Start managers.
- Monitor classroom and home-based quality including environments, staff interactions, communications, and record keeping.
- Responsible to provide regular supervision and support of all assigned staff (Teachers, Home Visitors, and others) including training and performance reviews.
- Support and model United's Behavioral Competencies to ensure the quality delivery of services to children and families.
- Develop and maintain a system that ensures all component areas are integrated within the program option with support and direction from the component area managers (Education, Family Development, Parent Involvement, Health, Disabilities, Mental Health, Eligibility, Recruitment, Selection, Enrollment, and Attendance).
- Attend meetings and trainings as needed or requested.
- Fully participates in the assessment, planning, implementation, achievement of results, and evaluation activities of the program/area of work, as relates to national performance indicators.

EDUCATION AND EXPERIENCE:

- Minimum Bachelor's degree (B.A.) in Early Childhood Education, Human Resources, Management, or related field plus minimum five (5) years' experience in related field and/or training; or administrative responsibilities, OR a combination of seven (7) years' education and experience.
- CPR and First Aid certification.
- Supervisory and Head Start experience.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to develop and maintain individual and community partnerships.
- Problem solving and conflict resolution skills.
- Ability to work independently and as part of a team.
- Ability to train and provide technical assistance to on and off-site staff.
- Ability to plan, set goals, monitor implementation and evaluate program activities.
- Effective verbal and written communication skills.
- Efficient working knowledge of computer systems and software programs.
- Ability to oversee the delivery of services to children and families at assigned sites.
- Reliable, regular attendance.
- Ability to travel in a nine (9) county area regularly and out of the nine (9) county areas for meetings, workshops and conferences.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.

CLOSING DATE: Interested union staff should submit written notice by 06/14/19.
Open to the public until filled.

CONTACT: Human Resources
United Community Action Partnership, Inc.
200 4th St SW, PO Box 1359, Willmar, MN 56201
320-235-0850 Ext. 1129

Email: HumanR@unitedcapmn.org

United Community Action Partnership, Inc. is an EOE/ADA/AA Employer.