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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.
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| 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.
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| **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.
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| **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.
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| **Minimum Experience:*** Strong teamwork skills which balance team and individual responsibilities.
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| **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.
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| **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.
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| **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.
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| **Minimum Environmental Expectations:*** Possible exposure to blood and bodily fluids or tissues.
* Possible exposure to communicable diseases.
* A moderate amount of driving is required.
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