

**ECONOMIC SECURITY CORPORATION**  
**Job Description**

**Job Title:** Area Supervisor  
**Division:** Head Start/Early Head Start  
**Reports To:** Operations & Development Director  
**FLSA Status:** Exempt  
**Revision Date:** December 26, 2018  
**Job Classification:** Grade 7

**SUMMARY**

Area Supervisors are responsible for the day-to-day supervision and operations of a designated group of Early Head Start sites. Area Supervisors are responsible for working with Early Head Start and Head Start Coordinators to ensure the effective implementation of the Head Start/Early Head Start Performance Standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Involves Early Head Start/Head Start Coordinators on a frequent basis to arrange for the provision of technical assistance, training, and specific guidance in the provision of Early Head Start services.
2. Works as a cooperative team member with parents, Early Head Start Coordinators, and agency staff in the effective integration of all program services.
3. Issues written and oral instructions to employees regarding work procedures and workflow.
4. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
5. Studies and standardizes procedures to improve efficiency of subordinates.
6. Maintains harmony among workers and resolves grievances.
7. Adjusts errors and handle complaints.
8. Assists subordinates in performing duties.
9. Utilizes reflective supervision through monthly case conferences with Home Visitors and Family Advocates.
10. Conducts quarterly meetings with Family Support Assistants and site directors to ensure effective site operations.
11. Participates in monthly Area Supervisor meetings to coordinate services between Early Head Start and Head Start.
12. Assists in facilitation and participates in Community of Practice meetings.
13. Co-facilitates monthly team meetings with Early Head Start (EHS) and Maternal Infant Early Childhood Home Visitor (MIECHV) Coordinators.
14. Communicates with the Enrollment Coordinator on proper procedures, time lines, and methods regarding the yearly recruitment, selection, and enrollment process.
15. Monitors Home Visitors' and Family Advocates' efforts to ensure that the necessary number of eligible Early Head Start applications is maintained on an on-going basis.
16. Works with the EHS Coordinators to management caseloads for Home Visitors and Family Advocates and fills slots in a timely manner.
17. Prepares composite reports from individual reports of staff.
18. Monitors in-kind reports and works with Family Development Coordinators to ensure monthly goals are met.

19. Sees that bills are sent to the office from each site.
20. Maintains the petty cash funds for home visiting services and disperses it as needed.
21. Reports needed building and maintenance repairs to the Transportation and Facilities Coordinator.
22. Investigates accidents and completes reports according to agency requirements.
23. Ensures transportation services for Early Head Start families are provided as needed.
24. Works in collaboration with the Children's Services Coordinator to review school readiness data and develop individual and group training based on the results.
25. Stays abreast of program requirements, trends and best practices through training and professional development activities.
26. Utilizes ChildPlus.net tracking system to monitor various activities, including home visit attendance.
27. Reviews ongoing monitoring reports and uses results to improve staff performance and program outcomes.
28. Works with Family Development Coordinator to ensure that staff creates an environment where parents are welcome and treated with respect and dignity.
29. Attends Policy Council, socializations, and parent meetings as needed.
30. Arranges and attends meetings between parents and staff to solve problems and ensure parent participation in program activities.
31. Completes home visit observations and utilizes results to improve staff performance.
32. Involves parents in the hiring process according to established procedure when site positions become available.
33. Works with Family Development Coordinator to ensure that staff actively pursues contacts with community organizations.
34. Actively pursues community partnerships to ensure effective services for children and families.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 21 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing applicants; recommending applicants for hire; training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems related to center operations.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from a four year college or university in a child or family related field and four years classroom experience in an early childhood class or four years home visiting experience with families; or equivalent combinations of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS**

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

**PLANNING/ORGANIZATION**

Must be able to prioritize, organize, and delegate assignments.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have valid driver’s license, reliable transportation, and meet Missouri automobile liability minimum requirements.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee must be able to perform manual dexterity sufficient to work with fingers. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Area Supervisor will regularly drive to Early Head Start staff offices, program participants’ homes, contracted child care providers’ facilities and various meeting locations within the community. The employee works in a well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

---

**Date**

---

**Employee Signature**