



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Head Start Site Supervisor, School Year, Full Time (37.5 Hours)**

WCAC is seeking a full time, school year Site Supervisor for our Southbridge Head Start program. The Site Supervisor is responsible for supervising, supporting, and assisting staff in the implementation and planning of a developmentally appropriate program that contributes to children's overall growth, self-esteem, social competence and safety.

### **Qualifications:**

- Department of Early Education and Care license, Lead Teacher and Director I (minimum).
- Bachelor's degree in Early Childhood Education or related field in accordance with Revised Head Start Performance Standards (2008).
- Classroom Assessment Scoring System (CLASS) Certification preferred.
- Supervisory experience required.
- Educational philosophy should be compatible with that of Head Start.
- Good communication skills both written and verbal.
- Basic computer skills including Microsoft Office and Outlook. Ability to learn agency databases.
- Ability to speak Spanish as a second language, preferred, other languages a plus.
- Must work cooperatively and effectively with a diverse population.

### **Other Requirements:**

- Valid driver's license and reliable transportation.
- Ability to successfully complete a CORI/SORI/DCF review every two years.
- Mandatory physical every two years and evidence of negative Mantoux, required by DEEC. Hepatitis B (optional).
- First Aid and CPR certificates for infants and children.
- Evening hours may be required to meet the needs of the families and programs.
- Job site assignments may change based upon program need.
- Must be available and reachable for emergencies.
- Physical ability to perform the job with reasonable accommodation including; ability to lift a child up to 50 pounds and bend to speak with child at the child's level, ability to physically set up and break down classrooms, including moving furniture and light housekeeping, and the ability to see and hear with reasonable accommodation.

### **Duties and Responsibilities:**

- Develop and monitor employees' work schedule and provide or coordinate appropriate coverage for absent employees.
- Review and approve electronic timesheets and mileage forms according to Agency policies.
- Document major concerns regarding actions/incidents and notify appropriate Coordinator and Human Resources.
- Oversee all maintenance issues including minor repairs, playground upkeep, and center cleanliness.
- Track and maintain physical inventory of equipment and supplies.
- Maintain center budget and oversee the purchasing of classroom materials as needed (inclusive of monthly spending and annual classroom supply funds) in conjunction with Education Coordinator.
- Work with the Executive Administrative Assistant to resolve busing issues and coordinate field trips.
- Interview and hire education staff with support from the appropriate Coordinator(s).
- Supervise staff to ensure compliance with the following policies and procedures:
  - Worcester Community Action Council, Inc.
  - Department of Early Education and Care
  - National Association for the Education of Young Children Accreditation Criteria
  - Head Start
- Complete annual performance evaluations for staff in accordance with Agency policy.
- Work with the staff in planning, organizing, and implementing the daily program, serving as a role model for behavior, speech and sensitivity to children and family issues and give appropriate feedback on a daily basis.
- Maintain an open, friendly and informative relationship with each child's family.
- Ensure all certificates, inspections and paperwork is current.

- Schedule, facilitate and ensure documentation of weekly meetings between education and social service staff.
- Participate in all parent meetings and parent activities to include planning and participation in annual parent orientation.
- Participate in training events and staff meetings (day and evening), taking advantage of opportunities for professional and personal development. Further professional education through In-Service Training, Community Workshops and conferences.
- Assist staff in treating children as needed for minor first aid situations and illness, and ensure children's heads are checked on a weekly basis for head lice.
- Maintain the knowledge and expertise to practice the Head Start/Early Head Start philosophy and objectives as outlined in the Performance Standards, UPK and QRIS.
- Ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Comply with the Head Start abuse and neglect reporting policies.
- Maintain confidentiality of information regarding children and staff's records.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to [hr@wcac.net](mailto:hr@wcac.net). AA/EOE. **Resumes must be received by September 22, 2017.**