

FAMILY RESOURCE & REFERRAL CENTER

Serving the Community for over 30 years

509 W. Weber Ave., Suite 101, Stockton, California 95203
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www.frrcsj.org



Child Care Assistance - Child Nutrition - Community Resource & Referral - Early Care & Education - Administration

JOB POSTING: THE FOLLOWING POSITION IS OPEN AND AVAILABLE UNTIL FILLED. QUALIFIED CANDIDATES SHOULD GO TO WWW.FRRCSJ.ORG TO GET AN EMPLOYMENT APPLICATION AND SUBMIT IT WITH THEIR RESUME TO THE HUMAN RESOURCES DEPARTMENT AT THE ADDRESS ABOVE. EMPLOYMENT APPLICATIONS ARE ALSO AVAILABLE AT THAT ADDRESS. HUMAN RESOURCES CAN BE CONTACTED AT (209) 461-2991.

Job Title: EARLY HEAD START PROGRAM SUPERVISOR
FLSA Status: EXEMPT
Salary: Minimum: \$39,528 annual Midpoint: \$49,464 annual

Family Resource and Referral Center (FRRC) employee responsibilities include becoming familiar with all programs that are operated by FRRC.

Under the direction of the Director of Program Services, the Program Supervisor will be responsible for the implementation of EHS Program Services and supervision of program staff. Monitors and provides technical assistance and training; and maintains a positive relationship with community agencies. Will receive supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide supervision of staff. Provide annual staff performance evaluations and create professional development plans. Assist in the development, coordination and implementation of meaningful trainings for staff to ensure effective and consistent service delivery for all children and families of the program.

Oversee Early Head Start staff in the accurate and timely development of family partnerships that are strength based and family driven.

Ensure maintenance of complete, accurate, updated documentation and record keeping.

Is responsible for oversight and monitoring of EHS Program Service areas to ensure compliance with Early Head Start Performance Standards and federal and state regulations and laws. Maintain adequate record keeping and ensure timely and accurate reporting of program to federal and state authorities.

Collaborate and establish effective communication with all Head Start/EHS areas to ensure program services are being provided and implemented.

Collaborate and establish effective partnerships with community agencies and families.

Continue professional development by attending trainings, workshops and meetings as required.

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

Participate in annual Self- Assessment of HS/EHS program.

Assist with preparing and updating annual Family and Community Partnerships written plan consistent with Head Start Performance Standards.

Participate in community councils and committees as available.

Encourage parental involvement through conferences, classroom activities, planning.

Review information in the computerized data base system to assure that the electronic record keeping system is accurate for each child.

Communicate pertinent information and technical assistance in a reciprocal manner with staff in order to inform and educate; annually review selection criteria with members of Policy Council.

Collaborate with staff on an ongoing basis to further program goals, respond to question, problem solve, and establish effective working relationships.

Responsible for other duties as assigned.

KNOWLEDGE OF:

Current trends and practices of early childhood development.
Head Start Performance Standards/regulations, California Education Code, California State Department of Education.
Funding Terms and Conditions and all other applicable regulations.
Various community socioeconomic and sociocultural populations of service areas.
Community social service agencies.
Federal program regulatory compliance and enhancement.
Standard office software including word processing, spreadsheet, email and databases; internet.
Principles and practices of supervision and training.

QUALIFICATIONS

Must have ability to work effectively with a wide variety of parent from diverse economic and ethnic backgrounds and; organize and effectively present workshops and other educational programs with staff, other Agency personnel, parents, and the public.
Bilingual capabilities desired.
Must have use of an automobile with adequate insurance coverage and a valid California Driver's License with an acceptable driving records substantiated by a copy of DMV records.
Requires Fingerprint, Child Abuse Index, T.B. test, and Health clearances. Must pass an employer paid pre-employment physical and drug screen test. Subject to Live Scan fingerprinting.
Show ability to have flexibility, maturity of judgment, and ability to work collegially.
Must have strong organizational and leadership skills and respect each individual, child, and family.
Guide staff to a vision-centered action approach and upholding the values and principles of the organization.
Experience working with families and young children and with people of all socioeconomic and sociocultural backgrounds.

Ability to:

Attend to detail and follow directions with thoroughness and accuracy
Work on multiple tasks, switch quickly among tasks.
Communicate effectively and orally in writing.
Prepare clear and concise reports.
Maintain cooperative, diplomatic working relationships with co-workers, supervisors, families, and the community to work as part of a team, and collaborate with colleagues.
Develop an environment that is free of disruptive influences.

License or Certificate:

Possession of or ability to obtain an appropriate valid Driver's license and drive a vehicle.
California Child Development Program Permit, Center Director or Bachelor's Degree in Early Childhood Education.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting and Standing for extended periods of time.
Seeing to read a variety of materials.
Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgements and decisions; and to evaluate the results of decisions and judgments.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Family Studies, Social Work, Human Development or related field.
Three years experience in a social program similar to Head Start.
Supervision experience required.

