

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: HOME BASED SERVICES SUPERVISOR

BASIC FUNCTION:

Under the supervision of the Head Start/Early Head Start Education Manager to supervise, plan, and coordinate the home based services and activities of the Head Start and Early Head Start programs; supervise and coordinate the transition of children into and out of the Head Start and Early Head Start home based program; assist with the outreach, recruitment, and enrollment of pregnant women, infants, toddlers, and preschool aged children; coordinate assigned activities with other Head Start and Early Head Start service areas, and with outside agencies. Plan and oversee parent involvement opportunities in Head Start and Early Head Start home base.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assure home based services and activities of the Head Start and Early Head Start programs are provided in accordance with Head Start Performance Standards and YCOE Head Start/Early Head Start goals and objectives.

Participate in the selection and training of staff. Supervise, instruct, train and evaluate Itinerant Teachers and other assigned staff. Substitute for an Itinerant Teacher who is temporarily absent, if necessary. Arrange for long-term substitutes, as authorized.

In collaboration with service area managers, implement a process of on-going monitoring, including site and home visits, to assure each enrolled family receives the support and services required by Performance Standards; that health and developmental screenings are completed within the established timelines; that child development plans are written and updated regularly; that family needs are assessed and that all identified concerns receive appropriate follow up to resolution; that health requirements and all other program goals and objectives are met.

Assure home based services in the home and center setting are developmentally and culturally appropriate and are designed to strengthen and support relationships between infants, toddlers, preschoolers and their parents. Assure planning and curriculum provides significant opportunities for children to develop cognitively, socially and physically. Assure parents are linked to community resources; and all Head Start service areas are integrated into the regular schedule of home visits.

Regularly inspect facilities used for socialization to assure they are clean, attractive, and appropriate environments for the age and developmental level of the children; and are comfortable and inviting for parents. Take corrective action as needed.

Review and analyze children and family records to assure they are up-to-date and accurate and that any pending service is completed. Collect, prepare, review and analyze records, lesson plans, family partnership agreements, socialization plans, and other data for the purpose of planning, evaluating and improving services to children.

Assist staff to plan and implement opportunities for parents to be involved in their child's education program, in planning family objectives, and planning activities for themselves and other Head Start/Early Head Start parents.

Assist staff to provide resources, information, and/or referrals for families in the areas of: mental health, child care, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition, and other topics requested by the family or required by Performance Standards.

Work with the family support services manager to facilitate the enrollment process for expectant parents, infants, toddlers, preschoolers and their families into EHS/HS. Support itinerant educators in the outreach and recruitment of eligible families.

Participate in transition planning and implementation; assure that Itinerant Educators are complying with timelines and requirements for transition of children into and out of EHS and HS.

Requisition and distribute supplies and materials. Forecast need for supplies, materials, and equipment and project cost. Maintain an inventory of supplies and materials; monitor budget to assure effective use of resources.

Meet regularly with HS/EHS Itinerant Educators, Education Services Manager, other service area managers; and attend trainings, conferences and workshops.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Infant, toddler, child growth and development.
- Head Start and Early Head Start Performance Standards and Outcomes.
- Developmentally Appropriate Practice.
- Principles of supervision, training and performance evaluation.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Plan, organize and supervise a child and family development program.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain detailed records accurately and in a timely manner.
- Evaluate work methods and results.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Organize personnel effectively and efficiently to successfully meet daily objectives.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- A Bachelor’s Degree in Early Childhood Development, Human Services or a related field; or a combination of education and experience equivalent to a Bachelor’s Degree.
- A minimum of six (6) semester units in infant/toddler development.
- Two years experience in a child care and development program with at least one year in a supervisory role.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Eligible for Child Development Site Supervisor Permit or Designated Subject Credential.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver’s license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Center, home setting and office environment.
 Travel from site to site within the county.

PHYSICAL DEMANDS:

Lifting children weighing up to forty-five (45) pounds.
 Bending at the waist, kneeling or crouching to maintain direct eye contact with children.
 Sitting or standing for extended periods of time.
 Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.
 Seeing to read a variety of materials and monitor student activities.
 Hearing and speaking in order to exchange information.
 Driving a vehicle to conduct work.

HAZARDS:

Exposure to bodily fluids and infectious diseases.

APPROVED:

 Signature, Policy Council Chair

 Date of Approval

 Signature, Superintendent or Designee

 Date of Approval