



## **City of Phoenix HEAD START AREA SUPERVISOR**

**JOB CODE 07630**

Effective Date: 06/99

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to plan, develop, supervise and monitor activities within the various disciplines of the Head Start program, including social services, parent involvement, health and services to children with disabilities. The incumbent develops, monitors and ensures compliance with contractual agreements between the City of Phoenix and Head Start delegate agencies or private child care providers. Work involves frequent networking and coordinating services with other social service providers and governmental agencies. Supervision is exercised over Caseworkers III, Head Start Educators, and Head Start Education Specialists engaged in providing direct services to children and Head Start families. Work is performed in accordance with established regulations, policies and procedures. Performance is evaluated on the basis of results achieved by the Human Services Program Coordinator, Assign: Head Start.

### **ESSENTIAL FUNCTIONS:**

- Supervises staff engaged in Head Start program activities;
- Plans, designs, and implements parent involvement activities;
- Monitors the Head Start program at delegate agencies and/or classrooms;
- Implements Head Start Guidelines and Performance Standards, conducts assessments, and develops written goals and objectives;
- Participates in Head Start program planning;
- Coordinates the Head Start Central Parent Policy Council meetings and activities and provides information to enable the Councils to make decisions;
- Evaluates and monitors the involvement of parents;
- Develops directory of services in the Head Start Community;
- Updates the annual Head Start Program Information Report;
- Maintains individual health records of all children and ensures they are complete and current;
- Reviews, evaluates and interprets health records, vital statistics and other data affecting health service;
- Plans the health program with an interdisciplinary team of staff, parents and other component specialists, and supervises the implementation of the planned activities;
- Develops and implements a plan and system of continuous monitoring and evaluation of activities of staff;



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- Directs and coordinates the development and annual updating of an inventory of community social services;
- Develops referral systems and procedures between Head Start and community agencies;
- Prepares monthly social service reports for agency management;
- Establishes and maintains standards for the use of social service forms and reporting procedures;
- Establishes and maintains a current record-keeping system with adequate provisions for confidentiality;
- Assists staff in determining individual family needs and developing a plan with the family to meet these needs;
- Develops and implements a plan to refer families for emergency assistance or crisis intervention.
- Reviews and approves personnel actions of Delegate Agencies;
- Monitors the budgets for Delegate Agency and Directly Operated Programs;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Head Start rules, regulations, ordinances and contractual relationships.
- Child development concepts.
- Economic and sociological problems of all types and groups of people.

#### Ability to:

- Communicate in the English language with customers, clients or the public by telephone or in a face-to-face one-to-one setting.
- Perform a broad range of supervisory responsibilities over others.
- Comprehend and make inferences from material written in the English language.
- Produce written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.
- Interpret and implement federal regulations and guidelines pertaining to the Head Start Program.
- Learns job related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.



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- Reviews or checks the work products of others to ensure conformance to standards.
- Develop a directory of community agencies and services relative to the Head Start Community.
- Work cooperatively with various community agencies, other City employees and the general public.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid drivers' license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage. Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of experience developing and administering Head Start, early childhood education, or social service programs including at least one year of staff supervision and experience coordinating services with other social service/health providers, and a bachelor's degree in sociology, psychology, social work, education, health administration or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.