

JOB DESCRIPTION

**Job Title: *Regional Supervisor I (1086)*
*Regional Supervisor II (9781)***

Job Summary:

Oversee implementation of Head Start and other early childhood education program services for all program options within a geographic region in accordance with Federal, State and local regulations. Provide assistance to the Program Coordinator in areas of general program management including coaching, mentoring, supervising and training staff. Receives general supervision from the Program Coordinator III. Directly supervises Center Supervisors and indirectly oversees all regional staff.

Essential Functions:

- Supervise, train, evaluate and discipline program staff within a geographic region.
- Provide short-term and long-range planning for service delivery and training.
- Ensure integration of program components including health, nutrition, and disabilities.
- Oversee implementation of systems and procedures for the delivery of quality services.
- Work in conjunction with management to develop center leadership on problem solving and conflict resolution issues.
- Advocate with community resources to address the needs of children and families.
- Ensure that state and community partnerships are fully utilized and sustained.
- Oversee self-assessment, community assessment, training and technical needs planning, and program information reporting processes.
- Assist with program planning.
- Identify areas of improvement needed and implement appropriate training.
- Arrange and facilitate regular regional meetings with staff and provide for mandated trainings and updates to policies and procedures.
- Promote a consistent exchange of information in all directions.
- Ensure program compliance with codes of all state and local licensing agencies and grant requirements.
- Monitor programs for compliance with federal performance standards, state regulations, program policies and procedures.
- Facilitate case management meetings, consultations, and staff meetings.
- Coordinate the integration of components through team development, integrated work plans, and collaboration.
- Assure that quality services are delivered in a coordinated, integrated manner.
- Assist with development and implementation of regional corrective action plans.
- Monitor and manage regional budgets.
- Assist in collecting, analyzing, and synthesizing data for use in program decision making.
- Assure coordination among components, across levels, and within the organization as a whole.
- Perform related duties as assigned.

Knowledge, Skills and/or Abilities:

- **Abilities to:**
 - Plan, organize, direct and evaluate an early childhood education program.
 - Supervise, train, evaluate, and discipline assigned staff.
 - Monitor and evaluate delivery of services and program compliance.
 - Identify areas of needed improvement and implement necessary corrections.
 - Evaluate staff training needs and coordinate appropriate training.
 - Interpret federal and state regulations.

- Work independently and set priorities.
 - Coordinate functions and activities between staff, other regions, and outside agencies.
 - Prepare and administer a program budget.
 - Define problems, collect data, establish facts, and draw conclusions.
 - Communicate clearly, concisely, and professionally, both verbally and in writing.
 - Prepare a variety of letters, reports, and documents
 - Maintain cooperative working relationships with staff, parents, and agencies.
 - Work as part of an interdisciplinary team to provide services to children, and ensure integration of program components.
 - Use computer software programs to enter data, complete program reports, and analyze and evaluate data.
 - Speak, read and write English.
 - Speak, read and write Spanish preferred.
- **Knowledge of:**
 - Federal, state, and local laws and regulations regarding early childhood education programs.
 - Program planning and evaluation techniques.
 - Principles and practices of Head Start and State programs.
 - Principles and practices of administration, management, supervision, and training.
 - Community and education resources.

Working Conditions and Physical Abilities: All sites within the region including office, preschool, private home; Frequent travel using personal vehicle for work related activities; Moderate noise level; Sitting and standing for extended periods of time; Regularly lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds; Reaching above the shoulders and horizontally to retrieve items; Regular bending, stooping, and crouching.

Education and Experience Required:

- Regional Supervisor I: Associate's degree and three years of experience.
- Regional Supervisor II: Bachelor's degree in Early Childhood Education, Human Development, Behavioral Sciences or related field preferred and two years of supervisory, administrative, or management experience.
- Previous experience in a Head Start or other early childhood education environment preferred.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.