

# COMMUNITY ACTION OF LARAMIE COUNTY, INC.



Job Title Education and Disability Supervisor  
Reports to Education and Disability Manager  
ID Laramie County Head Start (LCHS)

Type of position: Hours 40 / week  
Full-time – 9/12 months Nonexempt

## GENERAL DESCRIPTION

Responsible for the support in coordination of Education and Disabilities services including the parent involvement, child and family development, volunteerism, and community networking partnership systems in accordance with the National Head Start Performance Standards, the Head Start Act, State of Wyoming Childcare Licensing, Child and Adult Care Food Program, and Environmental Health. Responsible for ensuring that all eligible children and their parents receive the maximum services available linking families, staff and community together. Responsible for supporting the functions of School Readiness, child development and education. Responsible to supervise, mentor and coach teaching staff using CLASS monitoring tool. Responsible for providing professional support and following guidelines and policies.

## JOB DUTIES

The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the responsibilities of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

### Education Supervisory Duties

- Reports to Education and Disabilities Manager
- Supervise education staff in assigned centers
- Train, mentor and coach education staff
- Ongoing monitoring of assigned staff to include one-on-one meetings, classroom observations, and professional development of staff
- Provides Performance Evaluation input for assigned staff
- Review and distribute End of the Month Paperwork
- Audit Classroom Child Files
- Communicate issues and concerns with Education and Disabilities Manager
- Train and mentor parents/classroom volunteers
- Substitute in Classrooms
- Assume teaching responsibilities as needed
- Assumes duties of Education and Disabilities Manager as needed
- Establish working relationships with families and can train, support and monitor staff in relationship building processes
- Assist in facilitating component meetings

### Program Support

- Serve as substitute Bus Safety Assistant
- Provide program coverage in bus, front office, etc., as needed
- Attend and assist in recruitment and community events
- Attend community groups, boards or committees as a representative of LCHS

### 12 Month Responsibilities

- Prepares supply orders, purchases, and distributes supplies
- Prepares forms for classrooms packets
- Conduct intake appointments, including referrals, Quality Reviews, and orientation as needed
- Data enter information for disability services and school readiness information
- Coordinate written and verbal communication of IEP/IFSP meetings and documentation
- Serves as Bus Safety Assistant for Early Head Start classroom

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### 9 Month Responsibilities

- Medication Administration
- Follows opening/closing procedures of facilities to secure sites

### EDUCATION & EXPERIENCE

- A minimum of an Associate's Degree in Early Childhood Education/Development or a related field with six accredited courses in ECE or ECD
- Preference for a Bachelors or be working toward a Bachelors in Early Childhood Education/Special Education
- Previous experience in working with pregnant mothers and children birth to 5 years in a preschool or childcare setting is preferred
- A minimum of 2 years previous experience in administrative management and personnel supervision, and/or project coordination or any equivalent combination of experience and training which provides the required knowledge, skills and abilities preferable
- Must possess or attain Medication Administration Certification within one year of hire
- Willingness to obtain additional training as requested
- Ability to speak Spanish is a plus but not required

### KNOWLEDGE & SKILLS

- Ability to communicate the principles, philosophy and practices of Head Start and advocate for the program
- Knowledge of child development and health, disabilities, safety, nutrition, multiculturalism, adult education and family dynamics
- Ability to use a computer to collect, record, retrieve data and prepare reports
- Ability to organize and prioritize daily work load and schedules
- Experience in human services setting including working with low-income children and families of diverse background
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and practice of case management and crisis intervention programs
- Principles of supervision, training and performance evaluation
- Develop and implement social services supervisory procedures
- Recommend and implement goals, objectives, and practices for providing effective and efficient programs and services
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Possess an understanding of Head Start Performance Standards, Head Start Act, local, state and federal rules and regulations to design plans to support services, monitor and train for compliance.
- Has knowledge of effective relationship-building practices, and understands families are vital to children's development and learning.
- Uses different program data sources to inform and work with parents and expectant families.
- Identifies and reflects on personal values, experiences, ethics, and biases (e.g. gender, racial, ethnic, cultural, or class) in order to become self-aware and more effective in working with different groups of people.
- Understands the value of reflective supervision for personal and professional growth. Effectively utilizes supervisory feedback, educational opportunities, and technical assistance resources to improve individual skills and knowledge.
- Understands the proper steps to ensure family and child safety, when safety is threatened.
- Has an extensive knowledge of community resources for families (e.g. health, mental health, nutrition, education) and understands how to match community and program resources to family interests and needs.
- Can communicate with families and educate parents, staff and community about the importance of health, mental health, and child development services for children's ongoing learning and development.

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**PHYSICAL & ENVIRONMENTAL REQUIREMENTS**

- Must possess stamina remain seated for extended periods.
- Must occasionally lift and/or move up to 50 pounds.
- Ability to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- Must be able to occasionally tolerate exposure to outside weather conditions.
- Must be able to tolerate diverse environmental workspaces.
- Must comprehend and interpret written reports of a technical nature.
- Must operate a computer, telephone, keyboard and other office equipment.
- Must be able and willing to drive in a variety of weather conditions.
- Must be able to adapt quickly to changing demands, stressful situations, and multiple priorities.

**OTHER REQUIREMENTS**

- Responsible for a safe, healthy learning environment by following all health, safety, and sanitation rules.
- Responsible for ensuring that children are supervised and ratios are followed at all times.
- Maintains a positive attitude when working with children and their families, keeping the focus on safety and a comfortable learning environment.
- Professional demeanor, attendance/punctuality, appearance and hygiene.
- Ability to negotiate effectively and utilize conflict resolution skills
- Must possess strong intrapersonal, verbal and written skills, and customer service skills.
- Occasional evening and weekend work hours; ability to travel to include extended days and overnight stays.
- Must be able to pass State of WY Division of Criminal Investigation and Department of Family Services Central Registry background checks.
- Must complete/pass First Aid and CPR course annually.
- Must design and progress in a professional development plan.
- Must complete TB test prior to hire and Physical within 90 days of hire, and complete each annually thereafter.
- Must abide by signed Confidentiality and Ethics Statements.
- Must assure that program goals are met.
- Must perform duties with minimal supervision.
- Must comply with CALC Personnel Policies, Head Start Program Performance Standards, the Head Start Act, local, State, and Federal rules and regulations.
- Must participate in meetings and trainings (including mandatory training periods).
- Must maintain a valid driver's license and be insurable by CALC insurance provider.

**Policy Council Approval**

APPROVED  
BY



Date 9/25/15

**Governing Board Approval**

APPROVED  
BY



Date 9/24/2015