

# HEAD START CHILD DEVELOPMENT COUNCIL, INC.

**POSITION:** EHS/HS SPECIALIST II - (SUPERVISOR) CHILD AND FAMILY SERVICES  
**REPORTS TO:** PROGRAM MANAGER - CHILD, FAMILY SERVICES  
**SUPERVISES:** SITE PERSONNEL  
**FLSA STATUS:** EXEMPT

## DESCRIPTION:

The EHS/HS SPECIALIST/ SUPERVISOR, CHILD AND FAMILY SERVICES directs and coordinates the program activities of the assigned site staff to ensure compliance with Federal Performance Standards, the Head Start Act, state regulations, and HSCDC policies and procedures.

The EHS/HS SPECIALIST/ SUPERVISOR, CHILD AND FAMILY SERVICES ensures the quality of service delivery at the assigned site through consultation and training with education and family services staff, volunteers, and parents on developmental, education, health, and behavioral issues for children 0-5 years of age. The CFSS 2 participates in monitoring program activities and provides monthly accountability reports regarding compliance and progress.

The EHS/HS SPECIALIST/ SUPERVISOR, CHILD AND FAMILY SERVICES participates in Child Find activities, serves as case manager for children with special needs and their families, functions as liaison with Part C agencies and SELPAs, and other service providers to ensure timely evaluation and appropriate service provision.

## DUTIES AND RESPONSIBILITIES:

The following reflects the organization's definition of essential functions for this job but does not restrict the tasks that may be assigned. Duties and responsibilities may be assigned or reassigned at any time due to reasonable accommodations or for other reasons.

- Plans, directs and coordinates Early Head Start and Head Start program operations to ensure compliance with the federal Performance Standards, the Head Start Act, state regulations, HSCDC service area plans, policies and procedures at assigned site.
- Supervises personnel assigned to the site including: assessment of supervisees' training needs; developing and implementing individualized professional development plans; conducting supervisee's performance appraisals and other supervisory duties
- Coordinates worksite orientation for new staff, assignment of work schedules including breaks and lunch periods, reviewing current work load status, schedules, individual personnel assignments and expertise needed to meet objectives.
- Organizes and monitors program functions, activities, and services to ensure compliance with federal performance standards and agency procedures.
- Reviews all documentation in assigned site for clarity, completeness, accuracy and conformance with HSCDC policies and procedures.
- Monitors assigned site's data input into agency data tracking system for accuracy and completeness regarding progress towards objectives
- Develops, implements, monitors, and evaluates site corrective action plans
- Reviews and analyzes monthly accountability reports and other data to identify progress towards achievement of all program goals and objectives.
- Provides reports to the Child, Family Services Coordinator on the activities of the assigned site and progress towards goals and objectives.
- Prepares an annual assessment of equipment, material and human resources, needed in the assigned site.

- Participates in developing and maintaining partnerships with community agencies serving HSCDC children and families in the assigned site.
- Participates in the development of HSCDC recruitment plans.
- Participates in problem-solving, and conflict management sessions as needed.
- Participates in investigations of complaints of alleged violations by supervisees.
- Testifies before the Head Start Labor Committee as needed.
- Provides resource support for integration of all services (health, nutrition, mental health, multicultural experiences and support for dual language learners) into the daily plan of center-based and home based learning activities.
- Provides training and consultation to staff on child development, best practices, curriculum, classroom safety, lesson plan development, group management, screening, assessment, and individualizing to meet the needs of children and families.
- Provides or coordinates training and consultation to promote parent understanding of: prenatal development; child growth and development; typical versus atypical development; parent-child activities to promote school success; literacy; and kindergarten readiness.
- Conducts and/or assists with health, sensory, behavioral, and developmental screening and assessments on children at risk for Early Intervention or Special Education services
- Consults with teaching staff on developmental screenings and assessments, and initiates referrals as needed for additional evaluations from Part C agencies, Special Education Local Planning Area (SELPA), diagnosticians, etc.
- Serves as a lead for a multidisciplinary team to identify children and families at risk for health, sensory, developmental, behavioral difficulties and ensure comprehensive service delivery.
- Guides staff to analyze and use data from child and family assessments to ensure program improvement and implementation of the Head Start Performance Standards, the Head Start Act and other regulations.
- Participates in the development and implementation of child and family plans
- Develops specialized service plans, provides training, consultation, and resources to staff on the implementation of these plans; coordinate the referral and assessment process for children identified as needing further evaluation
- Develops and maintains ongoing partnerships with early intervention and special education service providers; serves as liaison between parents, Part C agencies and SELPAs; advocates for the needs of children at-risk for or identified with disabling conditions and their families.
- Serves as case manager for the coordination of services to children with disabling conditions, mild to moderate health, and behavioral problems
- Participates in the development of IFSPs/IEPS with parents and collaborating agencies.
- Provides consultation and support to parents and staff in the implementation of these plans
- Conducts or coordinates training for parents and staff on strategies for working with children with special needs including behavioral management/intervention techniques, parent and children's rights, methods of advocacy, curriculum modification and home activities that address IFSP/IEP goals and objectives
- Maintains a system of accurate recordkeeping of consultation, monitoring, case management, and service provision
- Perform other duties as assigned or indicated by scope of program goals and performs all duties in a timely and professional manner.

#### QUALIFICATIONS:

Minimum of a Bachelor's degree in Child Development, Early Childhood Education, Infant/Toddler Development or related degree in Counseling, Psychology, Marriage and Family Therapy, and Human Development.

- Five years experience in an educational environment as teacher, mentor, program specialist
- Minimum two years in supervisory or managerial capacity

- Verbal and written communication skills; public speaking experience,
- Demonstrated knowledge and skills in effective consultation and training
- Analytical, problem solving, organization and time management skills
- High integrity, energy, self motivation
- Ability to work effectively with multicultural, multiethnic, multi-age populations
- Knowledge of child development, best practices and behavioral techniques for typically and atypically developing children; education and behavioral theories, developmental screening and assessment approaches, curriculum models and adult learning styles
- Knowledge of disabling conditions, effective interventions and outcomes
- Knowledge of community resources: support groups, private providers, etc.
- Reliable transportation, valid California driver's license, and current auto insurance

#### **PHYSICAL/MENTAL REQUIREMENTS:**

- This position requires emotional stability, ability to effectively manage stress and conflict and demonstrated ability to consistently respond in a professional manner.
- Work environment is fast paced.
- Requires use of automobile, telephone, fax, computer, copier, scanner, answering machine.

#### **WORK ENVIRONMENT:**

To perform the duties of the job, the employee must be able to:

- Work is performed in classrooms and offices
- Move, reach and lift 10 pounds
- When traveling from site to site, inclement weather may exist.
- Bend/lift from the waist
- Sit and stand for long periods of time
- Additionally the employee should have good hand/eye coordination as well as manual dexterity.

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Date