

# Head Start Supervisor

Housing & Human Services | Head Start



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Head Start Supervisor is responsible for the overall operation of the Head Start classrooms assigned by ensuring that the teaching staff are providing developmentally and age-appropriate early childhood education learning experiences.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

*Must be able to attend out-of-town workshops on weekends.*

#### SHIFT

8 a.m. to 4 p.m.

*Must be flexible in work hours when needed.*

#### LOCATION

Housing & Human Services Offices

#### REPORTS TO

Head Start Program Specialist (Education)

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

Office setting with travel between classroom sites.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to ensure that all teaching staff deliver developmentally appropriate, high-quality early childhood education experiences that align with Head Start Performance Standards and state regulations.

The Head Start Supervisor provides leadership and mentorship to teaching staff, facilitates training and professional development, and collaborates with families to promote engagement in the program.

### JOB DUTIES

- Ensure compliance with Head Start Performance Standards, Louisiana DOE Early Learning Center Licensing Regulations (Title 28, Part CLXI, Bulletin 137), LA State Office of Public Health Sanitary Code, and LA State Fire Marshal Code in all assigned classrooms.
- Identify training and development needs for teachers and assistant teachers; design and implement individualized training plans with clear goals, objectives, and timelines.
- Supervise the implementation of the approved curriculum; review lesson plans and related documentation for consistency and compliance.
- Ensure timely submission of all required documentation to the Education Specialist, including lesson plans, licensing reports, and training materials.
- Obtain and maintain daycare licensing renewals for assigned classrooms; review and submit required documentation for compliance.
- Conduct multiple CLASS (Classroom Assessment Scoring System) assessments per year in each assigned classroom.
- Perform annual performance evaluations of teachers and assist in evaluations for assistant teachers.
- Facilitate workshops and seminars on early childhood education topics during faculty meetings, as assigned by the Education Specialist.
- Assist with recruitment, registration, and participation in program-wide events and activities.
- Maintain accurate and confidential files for each teaching staff member, including assessment data, observations, and training documentation.
- Support data collection and entry for various reporting needs, including Program Information Reports (PIR) and self-assessments.
- Adhere to the TPCG/Head Start Standards of Conduct while employed.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to mentor, guide, and evaluate teaching staff while fostering a collaborative and professional learning environment.
- **Time Management:** Skilled in prioritizing tasks, meeting licensing and reporting deadlines, and coordinating classroom activities across multiple locations.
- **Analytical Skills:** Capable of assessing classroom performance data, identifying areas for improvement, and developing actionable training plans.
- **Communication Skills:** Strong verbal and written communication skills to interact with children, parents, and staff, providing clear, professional, and timely updates and feedback.
- **Organizational Skills:** Proficient in maintaining detailed records, managing compliance documentation, and coordinating professional development initiatives.
- **Technical Skills:** Proficient in using general office equipment, including computers, copy machines, documentation, educational software, and curriculum support tools relevant to early childhood education programs. classroom activities
- **Qualifications:**
  - Bachelor's degree in Early Childhood Education or a related field required. An associate's degree in Early Childhood Education with related experience may be considered.
  - Minimum of five (5) years as a lead teacher in a Head Start, public school, or formal preschool environment.

