

# HEAD START SUPERVISOR

Housing & Human Services | Head Start



## SUMMARY

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 to the children enrolled. Mentor the teaching staff when training needs are identified. Work with Head Start families to encourage participation.

## JOB OVERVIEW

### Starting Pay

\$19.41 - \$24.92 per hour

### Schedule

Monday - Friday

### Shift

7:30 a.m. - 4 p.m.

*Must be flexible in work hours when needed.*

## LOCATION

Housing & Human Services Office

## REPORTS TO

Head Start Program Specialist  
(Education)

## SUPERVISOR TO

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## PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

## WORK ENVIRONMENT

Frequent interaction with members of the public.

## EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

1. Maintain assigned classrooms in accordance with the Head Start Performance Standards, DOE LA Early Learning Center Licensing Regulations (Title 28, Part CLXI, Bulletin 137), LA State Office of Public Health Sanitary Code, and LA State Fire Marshall Code.
2. Identify training needs for teachers and assistant teachers. Design and implement training plans, including goals, objectives, and timelines.
3. Supervise the implementation of approved curriculum resources. Review lesson plans and other required program documents. Submit all required documentation to the education specialist.
4. Obtain day care licensing renewals and maintain current licensing status at assigned classrooms; review and submit all documentation required by licensing to education specialist.
5. Conduct CLASS (Classroom Assessment Scoring System) assessments several times per year for each assigned classroom.
6. Complete annual evaluations on teachers in assigned classrooms, and assist teachers with completing annual evaluations on assistant teachers.
7. Conduct workshops and seminars at each faculty meeting for the entire faculty on appropriate early childhood education topics as assigned by the education specialist; assist with recruitment, registration, and any other program activities as needed.
8. Maintain files on each teacher, assistant teacher, and substitute assistant teacher that will contain any pre or post-assessment data, written observations, and training plans.
9. Assist the education specialist in data collection and data entry for Program Information Reports (PIR), self-assessments, community assessments, etc.
10. Perform other duties and attend meetings as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Must sign and adhere to the TPCG/Head Start Standards of Conduct while employed.
2. Effective written and oral communication skills.
3. Knowledge of computers.

## EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree from an accredited college or university in early childhood education or related field. An associate's degree in early childhood education and related experience can be substituted.
2. Minimum of five years of experience in a Head Start, public school, or formal preschool setting as a lead teacher.
3. Possess and maintain valid Louisiana driver's license.