WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

Position Title:
Site Supervisor

Department:
Early Childhood Program

Reports To:
Assistant Director

Supervises:
Lead Teachers and sites, as assigned

FLSA Status:
Non-Exempt

Salary Range:
11

Last Revised/Approved:
November 2026

POSITION SUMMARY

The **Site Supervisor** facilitates effective teamwork at assigned sites through supervision and support of teaching staff. This position promotes a culture of collaboration, professional reflection and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Effective Staff Management:

1. Assist staff in carrying out daily classroom duties as necessary including providing direct support, training, technical assistance.
2. Establishes staff schedules, including approval of time off requests, and coordinates placement of classroom substitutes.
3. Assists with classroom coverage when necessary.
4. Ensures primary caregiving and continuity of care practices are followed.
5. Provides direct supervision of assigned sites and staff including but not limited to:
    a. Monthly reflective supervision to Lead Teachers and other staff as needed.
    b. Monthly site visits and reports.
    c. Facilitates monthly staff meetings.
    d. Assists with staff coverage as needed.
    e. Provides in classroom support as needed.
    f. Participates in Family Team Meetings and Case Conferences/Reviews as needed.
    g. Requests assistance from Program Managers as necessary to support the nutrition, health, mental health and disabilities needs of children.
    h. Monitors site needs and communicates budgetary needs to supervisor.
    i. Annual evaluations of direct service staff.
6. Works collectively with coach to make recommendation for professional development for staff to supervisor.
7. Supports staff to maintain compliance and deadlines with timelines and policies.
8. Collaborates with other Site Supervisors, Coach, and Child Services Manager regarding teacher site/classroom assignments.
9. Participates in new hire interviews as applicable for site openings. Conduct site visits with candidates as necessary.

Promoting achievement for children and families:

1. Assists in promoting education outcomes for children by:
    a. Collaborates with Child Services Manager as necessary to ensure services for eligible children are received.
    b. Assist in annual developmental, behavioral, and health screening of children.
    c. Participate in and facilitate, when necessary, case conferences between Family Advocates and classroom staff.
    d. Monitors education plans and other required documentation for children and classrooms.
    e. Facilitates team lesson planning, using children's progress data, to ensure effective teaching methods.

2. Maintains positive relationship with parents and assists in resolving parent and community complaints.
3. Teams with all classroom and family service staff to promote a positive work culture and positive environment for children and families.

Oversight of Head Start Center:
1. Ensures facilities can operate within Head Start and Maine Child Care Licensing Standards and monitors on a daily basis.
2. Participates in recruitment efforts of program participants to help maintain full program enrollment.
3. Works with Facilities Coordinator to address any facilities needs as they arise.
4. Assists in maintaining classroom inventory.
5. Assists in completing classroom environmental checks

Records Coordination
1. Administrative support ensures all Head Start performance standards and state licensing requirements are met.
2. Assists in oversite of Childplus database and reporting for assigned sites.

Miscellaneous
1. Adheres to Maine Rules for Licensing of Child Care Facilities and the Head Start Performance Standards and Head Start Act in all aspects of work.
2. Participates in and responsibility for some aspects of staff training.

Professional Growth and Development:
1. Maintains qualifications for this position as required by Head Start and state child care licensing regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.
3. Attends all regularly scheduled Head Start meetings, trainings and events including, but not limited to, team meetings, and WCAP staff days.
4. Keeps up to date on State and Federal regulations governing the program.
5. Maintains CLASS reliability and complete CLASS observations in sites as requested.

Leadership & Teamwork
1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with Agency staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in classroom and building as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.

Safety and Wellness:
1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.
3. Addresses all concerns in a timely manner in order to maintain site and building safety.
4. Promotes active supervision of children in sites.

Non-Essential Duties and Responsibilities:
1. May have purchasing and budget keeping responsibilities.
2. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; regularly lift and carry up to 10 pounds and occasionally up to 35 pounds. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 35 pounds, and occasionally lift and/or move up to 50 pounds. Must have the ability to arrange classroom equipment, lift and move furniture, sit in small chairs and on the floor for extended periods of time, and work at low tables. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a business office setting and in early childhood centers. Noise level ranges from quiet to loud. Exposure to body secretions/fluids and blood borne pathogens. Assigned work may require travel within the local or neighboring communities. Evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval. State wide travel may be needed for meetings and or trainings.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.

- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least three years of experience working with infants and toddlers and/or preschool aged children, preferably in a Head Start Program.
- At least two years of supervisory experience and strong supervisory skills.
- Knowledge of typical and atypical child development.
- Knowledge of local resources for families and the processes for accessing resources.
- Familiarity with disabilities services, including Child Development Services (CDS), and other community resources for supporting children with special needs.
- Familiarity with Head Start Standards, preferred.
- Ability to work cooperatively and as a supportive member of a dynamic and interdisciplinary team.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.

Education Requirements:

The following education requirements are considered essential:

- Bachelor's Degree in Early Childhood Special Education, Child Development or Early Child Education. Bachelor's degrees in other fields will be considered on a case by case basis.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

_____ _____

Employee Signature Date