



## Job Description

**Job Title:** Home Education Supervisor/Assistant Early Childhood Specialist  
**Department:** Head Start/Early Head Start  
**Reports To:** Early Childhood Specialist  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 2

**Summary:** This position will assist the Early Childhood Specialist in all duties while supervision the home engagement educators and overseeing the home-based option of the Early Head Start Program.

### Essential Duties and Responsibilities:

- Assure all *Head Start Program Performance Standards* (as well as the program and agency's requirements) for the home based option are met at all times.
- Supervise, train, and evaluate the home engagement educators.
- Assist the Early Childhood Specialist in all aspects of job duties.
- Provide coaching to staff in the Head Start and Early Head Start program in compliance with standards.
- Assure the active supervision and staff to child ratio is met in all classrooms at all times by arranging coverage when needed for absent staff or vacant positions.
- Review and approve leave requests and timesheets for home engagement educators and assist Early Childhood Specialist in reviewing and approving leave requests for lead teachers, classroom staff when needed, and substitutes.
- Assist Early Childhood Specialist in planning training for all staff.
- Assist Early Childhood Specialist in administering developmental screenings and assuring all developmental, speech, sensory, and behavioral screenings, evaluations and treatment are completed as appropriate.
- Assist Early Childhood Specialist in assuring behavioral checklists are completed on all children.
- Travel within the county and out-of county as necessary including participation in relevant training sessions.
- Assist Early Childhood Specialist in meeting all CLASS requirements including observations in classrooms.

*Mission Statement: "Working together with individuals, families, and communities to provide resources for a better life"*

ALL PERSONNEL ARE AT WILL EMPLOYEES  
MountainHeart Community Services, Inc. is an Equal Opportunity Employer

- Perform other duties as assigned to enhance, improve, and accomplish the agencies mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

**Supervisory Responsibilities:**

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

**Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable. Bachelor’s degree in early childhood education (or related field) with 1 year of related

*Mission Statement: “Working together with individuals, families, and communities to provide resources for a better life”*

ALL PERSONNEL ARE AT WILL EMPLOYEES  
MountainHeart Community Services, Inc. is an Equal Opportunity Employer

and supervisory experience. Training in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) per Performance Standards, OSHA training and current Food Handler's Permit, physical exam every two years with an initial tine test or TB Risk Assessment. Among other State and Federal requirements.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee 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 regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

---

Employee Signature

Date

Mission Statement: *“Working together with individuals, families, and communities to provide resources for a better life”*

ALL PERSONNEL ARE AT WILL EMPLOYEES  
MountainHeart Community Services, Inc. is an Equal Opportunity Employer