

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Supervision of Staff

Policy:

All staff members will be supervised on an on-going basis and evaluated on job performance.

Procedure:

1. Supervisors will be responsible for making sure staff members are doing their jobs to the best of their abilities.
2. Supervisors will observe performance, make suggestions for improvement, compliment when good work is observed, and coordinate efforts, gain input, and build a team approach.
3. The Head Start/Early Head Start Director supervises all the program coordinators, the Center Directors, and director's assistant.
4. The Head Start Center Directors supervise the teachers, cooks, family advocates and the center assistants.
5. The Early Head Start Center Director supervises the teachers, cook, and home visitor.
6. The Family Service Coordinator supervises the family service advocates with the Center Director.
7. The Education Coordinator supervises the education specialist, disability specialist, coach specialist, and floaters.
8. The teachers supervise the teachers' assistants.
9. The cook supervises the cook assistant.
10. The Director's Assistant supervises the Administrative Assistant.
11. Staff members need to keep their supervisors informed of any potential problems, and

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should address any complaints with them. When assistance is needed, staff members should direct their requests to their immediate supervisor. Staff members should also report special achievements and progress to their supervisor.