

## **Job Responsibilities of Hastings Sixpence Supervisor**

- **Supervisor of the Adams County Sixpence Child Care Partnership Program**
- Primary contact for the CCP Program
- Complete required reports on time, including but not limited to:
  - Yearly budget
  - Quarterly reports - upload on GMS
  - CQI
  - Monthly expenditure reports
- Meet monthly, or as needed, with coaches to discuss sites, concerns, programmatic changes. Meet monthly with HPS Early Childhood Administrator, to reflect on CCP sites, job questions, or other concerns
- Monitor budget expenditures monthly and code invoices
- Work closely with the HPS accounting department to ensure accuracy
- Prepare reports for and attend Planning Region Team (PRT) 9 meetings
- Schedule yearly observations for Child Care Partners
- Work with child care providers to collect scholarship applications from families
- Work with child care providers to add families on subsidy to GAP funding
- Create and pay monthly invoices for scholarships, GAP funding, trainings, reimbursements and more
- Prepare a Letter of Agreement for each partner in July
- **Supervisor of the Adams County Sixpence Home Visitation Program**
- Meet with Home Visiting Specialist weekly to discuss the following:
  - Educational/training opportunities
  - Coaching
  - Reflection on practice
  - Problem-solving around family needs
  - Budget
  - Write a review of the home visits to be included in the CQI
- Assist Home Visiting Specialist with monthly socialization events
- Accompany and provide feedback to Home Visiting Specialist on at least two home visits every year.
- Complete weekly supervision notes to be included in the Sixpence Binder that is used for the CQI
- program review
- Review all reports submitted by the Home Visiting Specialist
- **185 day contract - FLEX schedule (year-round)**