

WRIGHT COUNTY COMMUNITY ACTION JOB DESCRIPTION

POSITION TITLE: **HEAD START CENTER SUPERVISOR**

POSITION DESCRIPTION: To supervise Head Start center-based staff and operations. To plan and implement daily Head Start center-based activities for low-income families and children.

DUTY STATION: Assigned Head Start Center

HOURS: 40 hours/week and 1504/year

8:00 – 4:30 Monday - Friday

SUPERVISOR: Assigned Specialist or Coordinator

DESIRED SKILLS/QUALIFICATIONS:

1. Must have an Associate (AA), a Bachelor's (BA) or advanced degree in Early Childhood Education or qualifications, as authorized by the Head Start Act as amended on December 12, 2007, and regulations.
2. Center or in-home experiences as a teacher in an early childhood setting.
3. Experience supervising center staff.
4. Must meet State Licensing requirements for First Aid training, CPR training, Child Passenger Safety training, physical examination, and Applicant Background Studies.
5. Supervising food service and ensure all CACFP rules and regulations are followed.
6. Ability to relate to and work cooperatively with staff and parent committees.
7. Ability to relate to and work comfortably with parents and children of low-income families, children with special needs and their parents, and parents/children of diverse backgrounds.
8. Must be able to maintain accurate and complete records and documentation.
9. Must be able to attend occasional night or weekend meetings, training, outreach or committees as required.
10. Knowledge of and ability to work with inter-agency preschool education, human services, and related providers.
11. Must have access to reliable transportation for regular, local business and travel.
12. Knowledge and experience in Head Start programs.
13. Must be able to utilize and operate computers in daily operations.
14. Must be able to act as bus monitor.
15. Abilities in Spanish desired.

I. General Responsibilities: The Center Supervisor is responsible for planning, implementation and daily supervision of the center program activities in order to promote physical, social, emotional and cognitive development of all enrolled children.

II. Supervisory Responsibilities:

1. Supervise and monitor the overall environment of the center, including staff/volunteer interactions with each other, enrolled children and their families and collaborating service providers.
2. Assist the Education/Special Needs, Family Service and Health Coordinators and assigned Community Based Team Leader in the planning and implementation of the program plan.
3. Coordinate health services at center including maintaining center security and child safety.
4. Communicate with Program Manager, appropriate coordinators and assigned Community Based Team Leader regarding maintenance, improvements and issues when necessary for the center to meet Head Start performance standards and state licensing requirements.
5. Attend and participate at center supervisor meetings, and when requested, other job related meetings and functions.
6. Conduct weekly center staff meetings to assure file and record maintenance, discuss center operations, share program information and facilitate cooperative, professional communication between staff.
7. Develop staff and volunteer potential by delegating tasks appropriate with their interests and qualifications.
8. Conduct and document ongoing observations and yearly evaluations of center staff.
9. Model professional attitudes and behaviors toward the program, staff, and enrolled children and families at all times.
10. Must use computer for communication and record keeping.
11. Ensure that attendance is reported daily and that in-kind documents are completed and submitted to office.

III. TEACHING RESPONSIBILITIES

1. Ensure that center site is maintained in accordance with program standards and projects a positive image of Wright County Community Action and Head Start.
2. Plan, implement and monitor, with parent and staff assistance, developmentally appropriate learning activities in keeping with the program's philosophy and desired Federally mandated outcomes for enrolled children
3. Conduct daily health, nutrition, and developmental observations/assessments of enrolled children using established curriculum tools, in accordance with Head Start Performance Standards and Federally Mandated Outcomes.
4. Coordinate and accurately document with site staff and nutrition specialist, implementation of program's nutrition standards including grocery acquisition, food service, sanitation, record keeping and occasional meal planning.
5. Maintain accurate and complete childrens' files and other computerized and manual documentation necessary to program operation.
6. Conduct and document home visits and conferences with families of enrolled children in compliance with the center options guidelines.
7. Develop Family Partnership Agreements in collaboration with parents of enrolled children.

8. Work cooperatively with assigned Team Leader/Coordinators/Specialists to ensure a comprehensive program through the integration of service areas into center curriculum and activities.
9. Assist assigned Team Leader/Coordinators/Specialists through parent contacts and follow-up on service plan requirements.
10. Develop and maintain cooperative, friendly and professional relationships with enrolled children and their families, Head Start staff, and service providers collaborating with the local program.
11. Schedule and attend quarterly mediator meetings; attend staffing of enrolled children, staff meetings and in-services, and other assigned professional functions.
12. Coordinate, with site staff and assigned Team Leader, implementation of program's parent involvement activities, including volunteer orientation, monthly Parent Meetings, and promotion of special events.
13. Arrange field trips and related transportation in accordance with program policies and procedures
14. Ensure that a bus monitor rides all assigned routes.
15. Performs other duties as assigned.

Confirmation of Understanding:

I verify that I have received and read my full job description and understand the scope of my responsibilities in this role and my commitment to Wright County Community Action.

Print Name _____

Signature of Employee _____ **Date** _____