

INCA Community Services



Job Description

Title:	Center Supervisor - Oakland	Reports to:	Area Supervisor/Head Start Director
Program:	Head Start	Status:	Exempt/Full-Time/Full Benefits
Approved:	August 2019	Wage:	(see Salary Scale)

Benefits: Health and Life Insurance, Sick and Annual Leave, Funeral Leave, Retirement Program (401k), Social Security, Worker's Compensation Insurance and Unemployment Insurance. All paid holidays.

Job Summary:

The Head Start Center Supervisor will oversee day-to-day operations, supervision of staff in the Oakland Head Start Site to ensure program services in a positive nurturing environment for children and their families. The Center Supervisor is responsible for operating the site in accordance with local, state and federal licensing regulations, Head Start Performance Standards, USDA guidelines and agency policies, procedures and guidelines.

This position has a recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

Compliance:

- Ensure compliance with Head Start Performance Standards, federal and state regulations, Department of Human Resources daycare licensing requirements, local and state fire and health departments
- Manage classroom operations, provide supervision, direction, guidance, training, technical support and support to Head Start center staff as needed.
- Must work collaboratively with the Head Start Area Supervisor and Management Team.

Recruitment/Enrollment:

- Recruit and obtain appropriate records of children and families to ensure full enrollment and waitlists.
- Complete enrollment documentation, submit to Area Supervisor for income verification and assignment to classroom or waitlist .
- After approval complete child's enrollment
- Assists with pre-enrollment registration and screenings.

Attendance:

- Takes necessary steps to assure 85% minimum average daily attendance.
- Works closely with the teachers to ensure appropriate school attendance and continuous services for children. Assure that teachers take roll call in each class, make appropriate contact with parents when absences occur. Work with teachers on irregular attendance issues and participate in the development of attendance improvement plans.

Health/Education Component:

- Ensure regular communication with families regarding screenings, assessments, and surveys in order to provide needed information regarding medical, psychological, and social services as needed and in accordance with Head Start Performance Standards.
- Ensure that child screening is completed for each child within 45 days of enrollment.
- Assist Health Manager to ensure that health exams, follow-ups and screening requirements are met in accordance with time lines in policies and procedures.

- Assure child development assessment is completed three times a year according to the Head Start Performance Standards.

Meetings:

- Actively participate in parent or group meetings, community collaboration and affiliations in order to advocate for Head Start children and families.
- Arrange and facilitate regular staff meetings and provide for mandated trainings and updates to policies and procedures.
- Schedule and/or attend case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.
- Monitor, report and provide feedback for all employee related accidents.
- Attend and report activities at in-service training and other designated times in order to maintain compliance and keep staff and management informed.

Record Keeping:

- Maintain record keeping and reporting systems to ensure accurate information, with timely completion and follow-up: including but not limited to student records, staff records, parent involvement records, volunteer records, in-kind contribution, home visits and all others as required.
- Maintain current and accurate staff records (including all licensing required components) on site.
- Maintain employee confidentiality.
- Responsible for monitoring and ensuring appropriate in-kind at the site.
- Serve as timekeeper for area staff. Monitor the performance, attendance, required documents and timesheets of all area staff.
- Submit monthly reports on services, activities and needs.

Staffing:

- Provide day-to-day supervision, guidance, and support to Center staff.
- Schedule staff to maintain an efficient number of staff to meet the center's teacher-student ratio, food services needs, and licensing requirements.
- Perform the duties of a teacher, assistant teacher, or food service worker during a temporary absence.
- Assist Education Manager in ensuring teaching staff progress towards educational requirements as mandated by the Head Start Performance Standards.
- Conduct progress and annual performance evaluations based on quantifiable and objective criteria, utilizing agency forms, checklists and with consultation with Area Supervisor..
- Facilitate the resolution of conflicts between staff. Contact the Human Resource department if conflict cannot be easily resolved. Follows agency disciplinary policy.

Transportation:

- Work with parents to identify, schedule, coordinate and secure reliable transportation for children.

Parent Involvement:

- Greet parents pleasantly and appropriately, maintain ongoing professional and appropriate communication with parents.
- Provide information to parents regarding their children as well as general child development information.
- Assist the Area Supervisor to identify child and family needs and appropriate ways of meeting those needs through family goals and referrals.
- Ensure confidentiality of family records and information..
- Conduct home visits for center children in accordance with Head Start Performance standards.
- Responsible for coordinating the travel and attendance of Head Start Policy Council members for site.

Meals and Snacks:

- Ensure meals and snacks are given to children according to their age, development and needs according to program policy and procedure, Head Start Standards, licensing and CACFP.

Environment:

- Responsible for the operations and maintenance of a safe, clean, healthy, and productive work environment including both indoor and outdoor facility.
- Ensure maintenance of office equipment: computer, copy machine, fax, calculator, phones, printers, postage machines, digital cameras and camcorder. Maintain inventory of office equipment and furniture.
- Monitor systems and services that ensure program quality and compliance with Head Start Performance Standards, and program compliance with codes of all state and local licensing agencies and grant requirements.

Purchasing:

- Submit purchase order requests, purchase reimbursements according to agency procedures for assigned classrooms.

General Duties:

- Attend work punctually and regularly to provide consistency of service.
- Continue professional growth by participating in Early Childhood classes, training programs, workshops/ conferences as budget allows.
- Attend and participate in staff meetings, in-service training, parent meetings and other training, meeting or workshops as deemed necessary by the Head Start Director.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times maintain a professional attitude and confidentiality of all records and information.
- Become knowledgeable, maintain an understanding and support the mission, values, and policies of Head Start and INCA Community.
- Perform other program-related assignments as designated. This listed job function duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management’s right to assign or reassign duties and responsibilities to this job at anytime.
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

Supervisors classroom staff and works under the supervision of the Area Director, Head Start Director and is accountable to the Head Start/ Early Head Start Director, Executive Director, Policy Council and Board of Directors.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Sustained concentration and ability to handle multiple tasks often simultaneously.
- Significant diagnostic and problem solving skills.
- Ability to direct and assess the performance of staff.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Ability to interpret and implement complex policies and regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Ability to exercise tact and discretion in all employee interactions
- Strong organization and time management skills, ability to meet tight deadlines.

Qualifications:

Education:

Desired:

- BA degree in Early Childhood Education or a related field, with a minimum of 15 ECE units which include Human/Child Development (3 units), Family, Child and Community (3 units), Program/Curriculum (3 units), Administration (3 units), and Infant/Toddler (6 units, EHS only); and 15 hours of Health and Safety.

In lieu of education requirements, experience may be considered.

- Candidates with other degrees (including associates degree or a minimum of a CDA) who have either relevant experiences with Head Start, Early Head Start or extensive background experience in child care services, may be considered

Experience:

Minimum

- Two years related experience

Maximum

- Four years related experience

Desired:

- Bilingual - English and Spanish

Additional Requirements

- Obtain and maintain first aid and infant/toddler certification within 90 days of hire
- OPRD Professional Development Ladder within 1 year of employment
- Must meet Licensing requirements to apply for and maintain a Professional Development Ladder and Director credential
- Complete and maintain CLASS Reliability Certification within one year.

General:

- Automobile and insurance, valid Oklahoma driver’s license,
- Must clear DHS background check (requires fingerprint), OSBI check, the National Sex Offenders registry check and pre-employment drug testing and Physical exam.
- Character references are required.

Physical Requirements: Employee must be able to:

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.

- Must be able to perform the essential functions of the job with or without reasonable accommodations.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Enter data into a computer terminal, or personal computers, operate standard office equipment and dial a telephone.
- Operate a motor vehicle.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and 60 pounds to waist height.

Environmental Factors/Working Conditions:

Enclosed facility, classroom and office environment, floors may be tile or carpeted; may come into contact with childhood disease and blood on occasion; occasional home visits are conducted in family homes.

INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER

Acknowledgment: I have read and understand the job description above. I am fully qualified for this position and can perform the duties as described. I understand this is not an exhaustive list of my duties and responsibilities. I understand INCA reserves the right to revise the job description as deemed necessary.

Signature of Employee:

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Date:

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INCA Community Services, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, INCA will make reasonable accommodations to enable individuals with

disabilities to perform their job duties/functions. The listed functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts INCA's right to assign or reassign duties and responsibilities to the job at any time.