

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Center Supervisor
SALARY LEVEL: H

LAST UPDATE: 2013
REPORTS TO: Operations Specialist

MISSION STATEMENT: Collaborate with Services Specialists to insure an integrated balance of Head Start/Early Head Start services as per the program work plans to meet Head Start/Early Head Start performance standards. Manage community relations, center community activities, recruitment, enrollment and center purchasing. Manage and supervise the Head Start/Early Head Start center's day-to-day operations and facilitate the involvement of parents and community members in the Head Start/Early Head Start program.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Oversee, monitor and report provision of Head Start/Early Head Start services for families and staff across specialty areas.
3. Coordinate center operations as stated in the Parent Engagement/Family Involvement, Education, Health/Nutrition, and Administration work plans and the Policies and Procedures manual.
4. Develop, enhance and support community collaboration.
5. Supervise work progress of employees and center spending in all specialty areas, food service and transportation.
6. Facilitate the involvement of Head Start/Early Head Start parents and community members in center committees.
7. Facilitate the involvement of Head Start/Early Head Start parents and community members in Policy Council.
8. Arrange and facilitate the transportation of Head Start/Early Head Start parents to center, regional and program wide Head Start/Early Head Start activities.
9. Utilize supervision strategies in the decision making process to negotiate and encourage center staff and parent committee to reach common goals.
10. Responsibility to maintain full enrollment, with a 72-hour turn around to fill vacancies, in assigned center.
11. Participate in an individualized continuing education plan including CPR and First Aid certification.

ADDITIONAL:

- Delegate appropriate activities to support staff
- Perform other duties as assigned

QUALIFICATIONS ESSENTIAL:

- Baccalaureate in a related field or a combination of related education and experience
- Two years experience supervising a staff of at least two
- Ability to communicate in writing
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Experience working in a social service related field
- Extensive involvement in community activities
- Ability to communicate in Spanish or another language used by area families
- Knowledge/experience in a Head Start specific setting
- Current or former Head Start/Early Head Start parent
- Ability to achieve consensus among varied groups

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place