

**Sieda Community Action**  
**JOB DESCRIPTION**

**JOB TITLE:** Head Start Center Supervisor  
**REPORTS TO:** Child Development Assistant Director

**UNIT:** Child Development  
**FLSA STATUS:** Non-Exempt

**SUMMARY:**

*The Center Supervisor position has the overall responsibility for assuring a quality Head Start Program that meets state licensing regulations, and Head Start Program Performance Standards through regular, consistent monitoring of day-to-day operations. Is responsible for providing resources, support, supervision, and coaching for county staff, including teachers, teacher assistants, nutrition assistants, and substitutes.*

**DUTIES: ESSENTIAL FUNCTIONS**

Performs complex duties requiring advanced skills as follows:

- Comprehends and follows state licensing regulations, SIEDA and Child Development Division Policies and Procedures, and Head Start Performance Standards to assure compliance in all areas of Head Start center operations.
- Provides support, resources, and supervision to all classroom and nutrition staff.
- Conducts reflective supervision sessions at least quarterly with all staff under his/her supervision to discuss performance and progress toward identified goals.
- Completes annual performance evaluations, onboarding, and corrective action plans (if needed) for each staff under his/her supervision.
- Monitors supervision of volunteers and practicum students in classrooms under their supervision.
- Monitors paperwork/documentation required of staff he/she supervises to ensure compliance with all regulations such as Agency, Division, and Head Start Policies and Procedures, Licensing Regulations, and Performance Standards.
- Assists the Education Coordinator, Assistant Director, and/or Director in identifying training needs and potential resources.
- Works with all Coordinators/Specialist to ensure full compliance in all Head Start service delivery areas.
- Completes all center documentation and checklist as required, including bussing, if applicable.
- Serves as a substitute in the classroom when staff is absent and no substitute is available.
- Meets with parents individually as needed/requested to discuss child's participation in the program, includes attending SOD or IEP meetings.
- Refers families to appropriate community resources when need is identified.
- Serves as a member of all applicable Head Start committees.
- Demonstrates professional behavior within job responsibilities; including mentoring to county staff appropriate work ethics, communications, team building skills, conflict resolution, problem solving skills, and positive attitude.
- Maintains an attractive environment, keeping an orderly and functioning office area.
- Generates, collects, and enters in-kind in to ChildPlus.net an existing Head Start management program for assigned sites/centers.
- Responsible for participation and facilitation of our Head Start coaching model with staff not under direct supervision.
- Other duties determined necessary to support the Child Development Team in achieving the goals of the Head Start Program.

**INDEPENDENT ACTION:**

- Receives minimal supervision regarding task guidelines and completion

**DECISION-MAKING AUTHORITY:**

- Limited independent decision-making authority.

**ADDITIONAL TRAINING:**

- Obtain Management Acceleration Program (MAP) certificate which does not require ongoing CEUs.
- Must obtain and maintain CLASS reliability certification, which does not require ongoing CEUs.
- Must complete required training hours annually, per Iowa Department of Human Services (DHS) Child Care Center regulations & Head Start Performance Standards.
- All staff are considered mandatory reporters of child abuse and required to hold a valid training certificate.
- All staff coming in contact with children are required to have up to date training in CPR, First Aid and Universal Precautions.

- Participates in pre-service, in-service/other trainings, AEA staffing, staff meetings, and committee work as required.
- Seeks out professional development through education, role modeling, mentoring, and by utilizing available resources and training opportunities.

**PROGRAM REPRESENTATION:**

- Requires expansive levels of interaction with staff, customers, other agencies or funders in a role where they represent the Head Start program.

**PROGRAM DESIGN AND PLANNING:**

- Involved in the planning of the Head Start program reflective of his/her job responsibilities.

**SUPERVISORY RESPONSIBILITY:**

- Provides limited supervision with moderate accountability for select Head Start program personnel.

**OTHER REQUIRED SKILLS/ABILITIES:**

**ORGANIZATIONAL EXPECTATIONS: ESSENTIAL FUNCTIONS**

- Supports and models the agency's and unit's mission, vision, and values.
- Maintain a regular attendance pattern to assure continuity of services and adequate staff coverage.
- Demonstrate professional behavior at all times including appearance and maintaining an orderly functioning classroom and office areas.
- Treat all individuals in a courteous, non-judgmental, reasonable and confidential manner.
- Must uphold the National Association for the Education of Young Children (NAEYC) Code of Ethics and Head Start Standards of Conduct.
- Accepts responsibility as a member of the team and works cooperatively with all staff for the benefit of children and their families to meet identified goals.

**LANGUAGE SKILLS:**

- Ability to speak comfortably and effectively one-to-one or in group settings.
- Ability to demonstrate good listening skills.
- Ability to read, analyze, and interpret most complex documents.
- Ability to respond effectively to customer/staff complaints.

**REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, and take appropriate action based on compliance with established rules, regulations, policies and procedures.
- Ability to convey information to staff, parents and members of the local community.

**PHYSICAL DEMANDS:**

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.

- While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, move quickly, use hand to finger, handle, or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move 50 pounds, climb stairs, pick up and move children and/or equipment.
- Vision abilities required by this job include close, distant and peripheral vision.
- Head Start employees must pass a Pre-Employment Physical and TB Screen, then successfully pass a physical exam and TB screen every 3 years while employed in the Head Start Program.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The work environment is both inside and outside.
- The noise level of the work environment is usually moderate.

**OTHER:**

- Head Start employees must pass a Pre-Employment state criminal record check, then successfully pass a state criminal record check every 2 years while employed in the Child Development unit.
- Head Start employees must pass a federal criminal record check with-in 6 weeks of employment, then successfully pass a federal criminal record check every 4 years while employed in the Head Start Program.
- Travel is required both in and outside the service area. Proof of auto insurance and valid driving license is required.

**PRE-EMPLOYMENT REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required to be considered for this position.

**FORMAL EDUCATION:**

- Requires a Bachelor's degree in Early Childhood Education or in a related field. Coursework equivalent to a major relating to Early Childhood Education, preferred.

**EXPERIENCE:**

- The Head Start Center Supervisor position requires previous experience in a Preschool or Child Care setting.
- Minimum of two years of leadership experience required.

**TECHNICAL PROFICIENCY:**

- Requires moderate level computer knowledge and experience with Google docs, and Gmail.
- Requires moderate level computer knowledge and experience with Windows based operating system.
- Must collect, enter, and update data into ChildPlus.net an existing Head Start management program with minimal training.
- Must collect, enter, and update data into Teaching Strategies GOLD an existing online early childhood assessment program with minimal training.
- Must perform simple maintenance to keep computers operational.