

United Inner City Services

St. Mark Child and Family Development Center

Position: Center Supervisor

Reports To: Deputy Director of Education

Hours: 8:30-5:30 (Hours may vary based on agency need)

Role: The Center Supervisor is responsible for the day-to-day management of the center, supervises all teaching staff, and facilitates the full and effective implementation of evidence-based instructional practices in accordance with state licensing regulations, Head Start Standards, and accreditation requirements. Outcomes of the Center Supervisor will include exemplary early learning classroom quality, positive teacher-child interactions, and retention of staff. The Center Supervisor will work closely with the Deputy Director of Education and the Director of Compliance to ensure quality education services and supports for children and families are delivered.

Essential Responsibilities and Duties:

- Ensures the classrooms are operating in accordance with all state licensing regulations, Head Start Standards, and accreditation requirements
- Recruits, trains, and assists in evaluating the teaching staff
- Ensures that all staff and volunteers receive appropriate orientation and training
- Ensures coordination of schedules to maintain appropriate classroom ratios based on Head Start Standards
- Provides back-up to the classrooms and coordinates substitute teachers as needed
- Completes monthly classroom observation and provides feedback regarding developmentally appropriate practices
- Ensures the completion of classroom responsibilities (lesson plans, screenings, parent teacher conferences, home visits, child assessment, and other assignments required by the agency)
- Enters Head Start information into ChildPlus (developmental screenings, parent teacher conferences, home visits, e-DECA's and assessments)
- Maintains confidentiality of all family and child records and all matters relating to families
- Responds to the needs of staff and mediates in case of staff conflict
- Promotes the program and its philosophy
- Works with community groups and maintains positive public relations
- Provides technical assistance in proposal preparation for reporting outcomes and measurements
- Works flexible hours as needed to meet the needs of the agency
- Performs other duties as they relate to the team-approach
- Respond to classrooms experiencing challenging behaviors to assist and provide coaching around intervention
- Address family concerns regarding classrooms and involve additional leadership staff as needed
- Serve as the closing administrator

- Assist in the development of professional development plans

Required Knowledge, Skills, and Abilities

Knowledge of:

- Extensive knowledge of ECE best practices and trends
- Principles and practices of training and supervision
- Rules, regulations and standards of Head Start

Skills and Abilities:

- Must be able to provide communication and documentation on classroom observations and feedback to teaching staff in a timely manner
- Must be able to use a team-approach in working with staff and consultants to address the needs of children and families
- Must be able to work with culturally diverse populations

In addition, perform all other related responsibilities that will be required for this position.

Other Physical Requirements and Expectations:

- A physical exam and TB test are required as a condition of initial employment and continued employment
- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to the telephone, fax machine, copier, and video camera
- Must be able to physically interact with children, including bending, kneeling, sitting on the floor, lifting up to 40 pounds, climbing and walking
- Must have advanced command of the English language and grammar, both verbal and written
- Must be able to withstand exposure to adverse weather conditions (hot and cold weather)
- Must be able to see and hear children to ensure the children's health and safety

Minimum Qualifications:

- Bachelor's Degree in ECE or related field
- Knowledge of early childhood curriculum and developmentally appropriate practices for children 6 weeks to 5 years of age
- Experience working in an early childhood program
- Previous supervisory responsibility
- Ability to obtain MO state licensing certification for 100 or more children (see attached for explanation of Director Requirements)

Preferred Qualifications:

- Teacher certification in Early Childhood Education
- 4 or more years of early childhood classroom experience and supervisory skills
- An ability to supervise and to provide leadership to a diverse staff
- Knowledge of basic computer programs and ChildPlus