

Trumbull Community Action Program

Job Description

Title of Position:	Center Supervisor
Responsible To:	Education Manager
Employee Type:	Exempt

General Summary of Position:

The position of Center Supervisor (CS) is primarily responsible for the general day-to-day operations, management functions, and activities at assigned Early Childhood center(s). This includes direct supervision of Classroom Staff at assigned center(s). Center Supervisors are also responsible for staff development, curriculum implementation, Conscious Discipline implementation, and to ensure that program design is developmentally appropriate. Center assignments are subject to change, as deemed necessary.

Primary Duties and Responsibilities of the Position:

- Maintain education component compliance in accordance with Head Start Performance Standards, ODJFS Day Care Licensing Regulations, Step-Up to Quality, and state, federal, and local regulations.
- Direct supervision of education staff.
- Conduct classroom observations to determine needs for in-services and staff professional development.
- Ensure developmentally appropriate activities are promoted in the classrooms that follow The Creative Curriculum.
- Work collaboratively with the Education Manager to determine, arrange, and conduct curriculum development training, in-services, and professional development for staff.
- Assist in the implementation and support of Conscious Discipline and Flip It strategies and other Early Childhood Education “best practices” in the classrooms.
- Evaluate lesson plans weekly.
- Abide by and ensure staff compliance with federal, state, and local regulations including Day Care Licensing.
- Complete all necessary paperwork related to the education department.
- Collect and analyze data on Head Start children and families.
- Develop and maintain strong, positive, and professional relationships with TCAP staff.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

Secondary Duties and Responsibilities of the Position:

- Assist in the development and compilation of all required reporting including, but not limited to; Program Information Report (PIR), and in-house reports according to the ongoing monitoring plan.
- Receive, investigate, and report any incidents regarding children and staff.
- Attend activities, workshops, and meetings as directed.
- Conduct and monitor monthly safety checks.
- Maintain strict confidentiality as it regards to TCAP clients, Head Start children, families, and staff.
- Performs general office duties that include but are not limited to typing and answering the telephone.
- Create and maintain an Ohio Child Care Resource and Referral Association (OCCRRA) account, and employee email account.

Center Supervisor Job Description

Page 2

- Assist in the recruitment and registration of potential program participants county wide.
- Adhere to Court Orders as they relate to clients/customers of TCAP.
- Perform all other duties or responsibilities assigned by immediate supervisor, Head Start Director, or CEO.

Qualifications:

- Must possess a bachelor's or advanced degree in Early Childhood Education or related field.
- Minimum of two (2) years of experience in education and/or a minimum of two (2) years specific experience in Early Childhood Education service or childcare delivery.
- Expected to be CLASS reliable to monitor teacher-child interactions in the classroom within 12 months.
- Must clearly understand Head Start Performance Standards and ODJFS Daycare Licensing regulations.
- Familiar with Early Childhood data management systems such as ChildPlus.
- Knowledge of Microsoft Office (Word, Excel, and PowerPoint), general computer and phone usage, and basic math skills.
- Must have excellent oral and written communication skills.
- Exceptional attendance and punctuality.
- Must be able to work independently and make sound decisions.
- Must have a professional and pleasant demeanor, a positive attitude, and ability to work within a team environment.
- Must have a current Ohio Driver's License, have reliable transportation on-site daily, and current proof of vehicle insurance; travel is required for this position.
- Must pass pre-employment background check and drug test and submit to random drug testing.
- Must be able to lift fifty (50) pounds.
- Must be culturally sensitive to the needs and problems of the elderly, handicapped, and socio-economically disadvantaged residents of Trumbull County.

Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefit package including hospitalization and agency pension plan is available after ninety (90) working days. Dental and Vision package available at employee expense after ninety (90) working days.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

Printed Name

Signature

Date