



**Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!**

*Why choose Rocky Mountain SER?*

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
  - *We provide **Education for the Future!***



We are currently seeking a focused and energetic **Assistant Center Supervisor** for our Head Start Early Learning Center in **Pueblo, CO**. This position is a **regular fulltime, year-round** positions and are eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

**POSITION SUMMARY**

Under the general direction of the Center Supervisor, the Assistant Center Supervisor position is responsible for assisting with daily oversight of center operations, including ensuring compliance to head start standards and regulations and oversight of staff for the provision of high-quality early childhood services.

**Duties and Responsibilities**

- Ensures that all center-level documentation and reports are complete, up-to-date, and accurate.
- Ensures accurate, complete, and confidential maintenance of employee and client records.
- As assigned collaborate with community partners to educate and encourage parent participation in classroom activities by conducting Head Start Education and Parent/teacher conferences and/or meetings.
- Assigns, schedules, reviews, and evaluates performance of staff assigned and assisting staff in interpreting performance standards.
- Serves as a backup to the Center Supervisor.

- Assists in the development of record keeping systems for all classrooms to document and track progress and/or concerns in accordance to ensure consistency of service delivery system with Head Start performance standards and requirements within operations and education area.
- Communicates with all assigned staff concerning all educational development and compliance strengths, gaps, challenges, and issues as it relates to updating educational service area plans as needed and at least quarterly in order to determine progress.
- In coordination with the Center Supervisor, implements work plan changes as assigned.
- Create files to track all document monitoring assistance and communication with assigned staff concerning overdue education reports, and forms on a monthly basis in accordance with federal, state, and agency standards within the overall program, grantee, and partnership centers.
- Participate in revising and completion of community assessment for the education area as assigned.
- Ensure all CLASS and licensing mandates are followed and implemented within all direct and partnership centers.
- Ensures staff have the required training, tools and resources to perform their jobs effectively.
- Demonstrate support for innovation and for organizational changes needed to improve quality and effectiveness, by initiating, sponsoring and implementing organizational change and by helping others to successfully manage organizational change.
- Maintain documentation and reports of center's monitoring, screenings, anecdotal notes, periodic review of children's files for compliance and Developmentally Appropriate Practice (DAP) and the Infant/Toddler Environment Rating Scale-Revised Edition (**ITERS-R**).
- Monitor and ensure that the involvement of family and community supports/resources/referrals are referred and provided the necessary services and support for each child and family in accordance with educational service area plan and implemented within the centers.
- Monitor and maintain reports on requests for all center ordering and supplies to ensure adequate classroom equipment, supplies and materials are maintained to implement center activities.
- Monitor that all centers are conducting strengths-based and culturally competent early childhood needs assessment for the child/family.
- Monitor, document, and report on how staff is managed and evaluated through performance plans and progress of personnel in service areas within the overall programs, grantee, and partnership centers.
- On-going monitoring using Head Start education monitoring checklists: Family Style Meals, Classroom Compliance, File Audits, Individualized Lesson Plan Feedback, Safe Environment, Classroom Education Plan, Transitional Plan, and Classroom Observations and Assessment.
- Review weekly planning forms and children's files and provide appropriate feedback and guidance to ensure compliance with organizational, federal, and

- Collaborates with Center Supervisor and other management staff for compliance and prompt reporting of unsafe or hazardous conditions and/or injury, center incident, injury investigations, corrective actions, occupational safety and health practice systems, and inspections as required and/or directed within all center.
- Supports the Center Supervisor to ensure that data from the Federal program monitoring, community assessment analysis, annual self-assessment process, Program Information Reports (PIR), CLASS outcomes, child and family outcomes reporting is compiled, analyzed and used for continuous program improvement and program evaluation specifically for the overall area.
- Assists in the preparation and analysis of reports that monitor center compliance.
- Assists in the review of staff time records and employee schedules to ensure compliance with policies and procedures in regards to wage and hour laws and regulations.
- Must adhere to confidentiality standards, IDEA, and HIPPA law.

### ***Supervisory Relationships***

- Assists in the direct supervision of center staff to include, Teachers, Teachers Assistants, Center Assistants, Nutrition staff, and Family Advocates.
- Assists the Center Supervisor in coaching and corrective action plans and demonstrate core values at all times.

### **EDUCATION & EXPERIENCE REQUIREMENTS**

- Associates Degree in Education, Early Childhood, Child Development, Child Social Work Special Education/ Social Science or closely related field is required. Bachelor's degrees in similar fields are preferred.
- Minimum of 1 year supervisory experience with larger staff groups (more than 20 staff) required. Related experience in staff supervision in an Early Childhood Education program or a Head Start program is preferred.

### **SKILL REQUIREMENTS**

- Minimum of one (1) year in a supervisory role and/or role that involved direct oversight of staff.
- Intermediate to advanced knowledge and application of technology and systems such as of MS Word, Excel and email required.
- English proficiency (reading, writing, and speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student populations.
- Ability to develop and maintain a nurturing and caring environment/classroom.
- Must be able to fulfill role as a mandated reporter and follow rules regarding the identification and reporting of possible child abuse and neglect.
- Must have training and experience in Family Style meals for compliance with Child and Adult Care Food Program (CACFP).
- Knowledge and awareness of Head Start Act, Head Start Performance



Standards, and Child Care Center Rules and Regulations.

- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to assist and attend Agency functions after hours and/or on a weekend for functions related to ERSEA, family engagement, children events, and other events that benefit children and families in the community.
- Must be able to express the utmost attention to attendance and timeliness so as to ensure center compliance.
- Ability to multi-task, prioritize and tend to multiple staff and parents.
- Knowledgeable in applying strategies to work with diverse populations.
- Ability to understand and adhere to strict confidentiality standards and maintain boundaries.
- Must have excellent communication skills (i.e.; read, write, and understand written and oral communications).
- Must be people oriented and demonstrate professionalism, teamwork and positive attitude.
- Must have strong organizational and time management skills.
- Ability to perform mathematical functions and perform simple to complex calculations.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.

RMSEER is an Equal Opportunity Employer

**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**

