



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 an enthusiastic and energetic **Center Supervisor** for our Head Start Early Learning Center in **Alamosa, CO**. This position is a **regular / full-time, year-round** position. This position is 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 Area Manager, the Center Supervisor position is responsible for the 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

- Assures that all center-level documentation and reports are complete, up-to-date, and accurate.
- Assures 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.
- Assist as part of the education team in conducting annual protocol self-assessment

to develop, complete, or implement Head Start educational contents area and its components through staff trainings.

- Serve as a backup to the Area Manager as required.
- Assist 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.
- Communicate 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.
- Implement any 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.
- Perform other work related and/or duties as assigned.
- 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 state policies and guidelines.
- In cases of supervising multiple Centers there must be a routine schedule for monitoring and providing equity in time and attention to all centers under this position's supervision.
- Collaborating with Area Manager 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.
- 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.
- Prepare and submit budget requests and recommendations to the Area Manager for the center(s).
- Prepare and submit monthly center reports to the Area Manager that report the status of all programs, grantee, and partnership centers as it related to maintaining and implementing federal, state, and regulations.
- Prepare, report, track, maintain, and oversee the preparation and maintenance of attendance, activity, planning, or personnel reports and records within the overall education area and center level as deemed necessary.
- Review and authorize center staff time records and overtime to ensure compliance with policies and procedures in regards to wage and hour laws and regulations if applicable.
- Must adhere to confidentiality standards, IDEA, and HIPPA law.

Supervisory Relationships

- Directly supervises their designated Center staff to include, Teachers, Teachers Assistants, Center Assistants, Nutrition staff, and Family Advocates,
- Indirectly supervises trains/mentors the Teachers, Teacher Assistants, and Center staff as deemed necessary and/or assigned.
- In a supervisory role follow staff coaching and corrective action processes, plans, policies, and procedures in accordance with the organization and program policy and procedures 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.
- Director Qualification Verification letter from the Colorado Department of Human Services including: 3 semester hours or equivalent in child growth and development, child psychology, and methods/techniques of teaching the pre-

school aged child, and 6 semester hours or equivalent quarter hours in 2 classes in health, nutrition, and safety; and administration of a child care center which must be at least 3 semester or equivalent quarters hours and;

- 2 to 5 years of management and supervisory experience and related experience in an Early Childhood Education program or a Head Start program is preferred.
- Experiencing in managing organizational and programmatic experience in organizing and development, or any equivalent combination of related training and experience.

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**

