



**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!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are seeking a **Center Supervisor** for a RMSEER ELC program in **Conejos and Sanford, CO**. This position is a regular **Full-Time Year-round** position. This position will oversee two (2) Early Learning Centers. This position is eligible for benefits following the plan eligibility requirements; medical, dental, vision, and supplemental benefits, 401k, as well as a generous paid time off allowance.

**DUTIES AND RESPONSIBILITIES**

In addition, this position has the responsibility for supporting the Area Manager with the administration, fiscal, legal and center oversight for all Early Childhood programs (including Head Start, Early Head Start, State Pre – K, and Child care) within the program. It bears the responsibility of assuring that all classrooms are strategically positioned for future growth which allows the program to continue to support the agency to fulfill its mission. This position also assists with determining eligibility, recruitment, selection, enrollment, and attendance (ERSEA) of Head Start eligible children and families, including pregnant woman in accordance to the performance standards to support all Early Childhood programs. Below are other key duties and responsibilities:

***Administration and Operations:***

- 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 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 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 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.
- Develop community partnership and participate in community meetings.
- Collaborate with local school districts and child care centers.
- Perform other work related and/or duties as assigned.

### **Monitoring**

- Maintain documentation and reports of center's monitoring, screenings, mandates, case notes, periodic review of children's files for compliance.
- 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 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.

### ***Reporting***

- 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, Family Advocates, cooks, and

substitute pool.

- 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

### **SKILL REQUIREMENTS**

- 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.
- Ability to work independently without direct supervision as part of a team and delegate responsibilities effectively to get the job done.
- Ability to make decisions that are regulatory on organizational, federal, state, and local policy constraints, but occasionally requires independent decision-making as directed.
- Excellent written and verbal skills are required.
- Must have demonstrable knowledge in working with computer hardware and software, including but not limited to, email, internet, MS Office (Word and Excel), and basic trouble shooting with hardware such as printers and PC's.
- Knowledge of PROMIS or other similar data collection systems designed towards the collection of information pertaining to clients, customer, vendors, etc.
- Faces deadlines with attention to detail and must complete tasks in a timely and effective manner.
- Knowledge and skills in Head Start system and services, adult learning styles, and coaching strategies.
- Must gather and analyze data and regulatory material and make presentations to inform and educate staff, parents, and outside agencies utilizing variable methods.
- Strong management, organizational, problem solving skills, time management skills, and positive interpersonal communication.
- Ability to understand and perform basic to advanced mathematical computations.
- Will need to be CLASS certified.
- A demonstrated commitment to high professional ethical standards and the ability to work with other staff, parents, children and community members from diverse backgrounds in a culturally competent manner.



- Ability to effectively supervise, observe, and evaluate staff members.
- Knowledge of budgeting and fiscal matters.
- Ability to read and interpret documents and persuade with details /facts.
- Possess current First Aid and CPR cards with infant/child CPR or obtain 90 days of employment.
- Bilingual (Spanish/English) is preferred but not required

Pay Scale: Based on experience and credentials

FLSA: Exempt

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



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