



# CENTER SUPERVISOR – HEAD START

## SUMMARY/SCOPE/GOAL

Provide the leadership, development, and supervision necessary for a financially stable and successful Head Start site program.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High school diploma or equivalent or special diploma required.
- Two (2) years successful experience in child-care of similar program.
- Successful completion of the forty (40) hour Department of Children & Families (DCF) Child Care Training Course, or equivalent alternate training in education and/or childcare.
- Consideration may be given to candidates holding CDA (Child Development Associate) or a Vocational Child Care Training degree.

#### PREFERRED/DESIRED:

- Bachelor's Degree in Early Childhood, Elementary Education and/or related field preferred.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Develop program content for preschool-age children that are flexible and provides diverse, enriching and experiential activities.
2. Develop overall program schedule. Coordinate with the Head Start Coordinator and community agencies.
3. Administer registration process for children to be served.
4. Model effective teacher and child supervision strategies.
5. Develop and supervise routines for food service.
6. Serve as a liaison between site staff, school and center clients.
7. Assure the maintenance of center records (attendance, enrollment, staff, safety and fees.)
8. Assure an adequate inventory of equipment and consumable supplies within specified budgets.
9. Set and maintain reasonable and consistent guidelines in the care and storage of materials.
10. Develop and manager a center budget. Display essential bookkeeping skills.
11. Review, approve, and submit reports as required.
12. Orient, monitor, supervise and evaluate staff.
13. Establish parental support and communicate with parents.
14. Attend ongoing training to include district training sessions.
15. Attend required professional development and training activities.

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### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Extensive knowledge of child development; ability to develop appropriate activities for a preschool program; ability to organize and operate program under supervision. Considerable knowledge of finance procedures; ability to prepare budget and maintain budget controls; ability to keep records and to organize records to prepare reports; ability to order materials and maintain inventory; ability to relate to children, staff, and parents; ability to supervise and evaluate staff; ability to coordinate and interface with community agencies in developing students' activities.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

#### **(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

### **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Potential for exposure to bodily fluids and/or potential for violence/physical altercations.

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Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Leading and Learning	<b>DEPARTMENT:</b>	Elementary Leading and Learning
<b>TITLE CODE:</b>	C1998	<b>CONTENT BY:</b>	Director, Early Childhood & Title I
<b>GRADE:</b>	16	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Joy Salamone
<b>LAST BOARD APVD:</b>	7/10/12	<b>CLASSIFICATION:</b>	

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/20/12	Developed	Director, Early Childhood & Title I
1.1	12/1/20	Revised: New Format	Human Resources.

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*