

## **Family Resource and Referral Center Job Description**

**POSITION TITLE:** Center Supervisor  
**REPORTS TO:** Community Child Development Manager  
**SUPERVISES:** Teacher/ Teacher Assistant  
**FLSA STATUS:** Exempt  
**GRADE LEVEL:** 6  
**PREPARED BY:** Human Resources  
**PREPARED DATE:** November 2011

### **SUMMARY:**

The Center Supervisor is responsible for the operations of the center, including compliance with regulations, and communications with the Community Care Licensing Division. The Center Supervisor will be on the premises during the hours of operation and shall not accept outside employment that interferes with duties specified.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following reflects the organization's definition of essential functions for this job, but does not restrict the tasks that may be assigned. Duties and responsibilities of this job may be assigned or reassigned at any time due to reasonable accommodation or other reasons.

- Meet with teaching staff within cluster at least once monthly to gain information and instructions, discuss problems and concerns, and review program progress.
- In collaboration with parents and other teaching staff, plan and prepare for developmentally-appropriate learning activities for children designed to stimulate problem-solving skills, language acquisition, social development, group cooperation, self-esteem, cultural pride, independence, intellectual and physical development, aesthetic and sensory awareness, and awareness of feelings.
- Develop and maintain a positive classroom environment that facilitates active learning, group management, self expression, cultural sensitivity, and involvement of parents.
- Conduct daily classroom activities which facilitate children's interactions with materials, other children, and adults; promotes cognitive, social, physical and emotional growth; and integrates all component areas in the context of the children's experience.
- Maintain a healthy and safe classroom and play yard environment organized for child-initiated learning.
- Encourage and promote parental involvement in conduct of daily classroom activities, curriculum planning, program planning, and program decision making.
- Conduct home visits to parents of enrolled children focusing on the parental role as prime educator of the child.
- Conduct parent conferences to share and gain information on children's progress, needs, and interests, and provide for other parent contacts on a variety of issues, including child's attendance.
- Provide for classroom, bathroom, and playground supervision of children ensuring that all children are in adult sight and reach at all times.
- Conduct daily greeting and health observations of children to ensure children are well and have no communicable diseases and to check for signs of abuse or neglect.
- Report suspicions of physical, sexual, and emotional abuse or neglect of children.
- Assess physical, social, emotional, and cognitive development and learning readiness of children using assigned tools, sharing results with parents, and, in concert with parents, planning an individual program plan to meet each child's needs.
- Prepare and maintain daily lesson plans, schedules, notations on daily observations of children (anecdotal reports), attendance reports, food services reports, and other documents and records.
- Conduct daily physical, dental, and mental health activities and routines and supervise food service to children.
- Meet regularly with other staff to coordinate services to children and parents and to share information to promote integrated services.
- Attend training and other staff development activities.

- Interpret program philosophy and goals and integrate health services, nutrition, social services and parent involvement component goals into the daily program activities.
- Seek out community resources to enhance the daily program operation.
- Assist in conducting parent education activities and facilitate parent understanding and skills in working with their child, helping parent to identify and reinforce learning activities in the home.
- Supervise and assess assigned staff and volunteers and conduct regular meetings with supervisees.

**QUALIFICATIONS:**

- Demonstrated knowledge of child growth and development and teaching strategies.
- Able to communicate verbally and in writing.
- Able to work with parents and possess group management skills, leadership skills, supervision skills, and observational skills.
- Respect for individual differences.
- Capable of working with a multidisciplinary team and with lay persons from a variety of ethnic, educational, and socioeconomic backgrounds.
- Able to communicate effectively with coworkers, supervisors, and customers.
- Able to transport children and work offsite; must have a valid California Driver's License and must be insurable.
- Able to ambulate at a fast pace in the classroom and on the playground, as needed.
- Able to handle high-pressure situations and convey appropriate responses, emotionally and verbally.
- Able to multi-task and prioritize.
- Capacity to effectively analyze and interpret complex data.
- Able to develop and instruct training curriculum to agency staff.
- Demonstrate flexibility in handling a variety of directives and tasks.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in child development or early childhood education or valid Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.
- Minimum three years of experience working with children in a Head Start or other comparable early childhood program which emphasizes parent involvement.

**PHYSICAL/MENTAL REQUIREMENTS:**

- This position requires heavy emotional effort involving high customer involvement, both internal and external, with occasional maximum emotional effort required to resolve children's issues and employee conflicts.
- Work environment is extremely fast paced with high activity/demands.
- To perform the duties of the job, the employee must be able to:
  - Move, reach, and lift 10 pounds
  - Move swiftly in an emergency, and move in and out of play equipment
  - Bend/lift from the waist
  - Sit and stand for long periods of time

Additionally, the employee must have good hand/eye coordination and good manual dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of the job.

**Our programs are on a yearly contract basis.**