



# North Idaho College

## Supervisor Job Description

<b>Job Title:</b>	Supervisor	<b>Location:</b>	Center
<b>Department:</b>	Head Start	<b>Reports To:</b>	Director
<b>Division:</b>	Central Office	<b>Pay Grade:</b>	
<b>FLSA Status:</b>	Exempt		

### **SUMMARY**

In conjunction with the North Idaho College Head Start mission, Five-Year Goals and in compliance with all local, state and federal regulations; the Supervisor, while exercising independent judgment and discretion, is responsible for center-based operations and monitoring and represents North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.

### **Position Description**

This list includes, but is not limited to the following:

- Maintain a positive, helpful, constructive attitude and work relationship with supervisor, staff, families and the community.
- Supervise designated staff including coordination of tasks, mentoring, training and performance review.
- Serve as a mentor to employees, apprentices and volunteers.
- Participate in the hiring process within the Center.
- Coordinate and monitor center operations of Head Start services for children, families and staff.
- Responsible for oversight of maintenance and repair of facility, including the development of the center's strategic plan.
- Responsible for oversight of the fiscal responsibilities of centers to include center budgets, purchases, invoices, expenditures, non-federal share (in-kind), Child and Adult Care Feeding Program reports (CACFP), and inventory.
- Responsible for monitoring Child and Adult Care Feeding Program (CACFP) intake records, production sheets, and cook's budget.
- Facilitate the involvement of Head Start parents and community members in center committees and Policy Council.
- Responsible for implementation of center recruitment plan.
- Responsible to maintain full enrollment and an adequate applied/wait list.
- Assist program managers in the development of all community based interagency agreements/contracts in their service area.
- Represent center staff in the on-going improvement of the program's operation and monitoring system.
- Participate in internal and external committees, including but not limited to, planning and/or operations committees and task forces as assigned by the program Director.
- Develop, enhance, and support community collaboration and participate in a community engagement assignment to support increased services to the children and families in the program
- Participate as part of the management team in the development of practices that ensure the delivery of quality services to children, families, and staff.
- Participate as part of the center team to ensure efficient center operations.
- Participate in professional development opportunities to ensure up-to-date, quality services to children and families.
- Perform other duties as assigned by supervisor.
- Plan work time to meet the center operations schedule, knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Travel as needed throughout North Idaho College Head Start service area

### **REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education**

**Level I:** Baccalaureate degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management.

**Level II:** Master's degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management.

**Experience**

- Experience in management, operations, and supervision, with preference given to Head Start experience.
- Experience planning, developing and conducting professional development.
- Experience in strategic planning and project management.

**Knowledge, Skills and Abilities**

- Strong interpersonal skills and the ability to work with people from diverse ethnic, cultural and linguistic backgrounds.
- Positive approach to Early Childhood Development programs, health and social services.
- Demonstrated written, oral, and organizational skills.
- Working knowledge of commonly used computer software programs including data collection systems
- Demonstrate professional ethics and confidentiality.
- Represent the Head Start program in the community and with other professionals, positively and with professionalism.

**Licenses, Registrations and Certification**

- Register with Idaho STARS and participate in the professional development system.
- Meet all training and certification requirements for childcare licensing and Head Start Program Performance Standards.
- Maintain current Infant/child & Adult CPR and First Aid.
- Maintain Health & Welfare Food Handler Card.
- Meet terms of Statement of Agreement/ Employment Declaration.
- Pass an enhanced criminal background check including fingerprinting, as required by Head Start Program Performance Standards and Child Care Licensing requirements, prior to first day of work.

**Work Environment**

- Work in a variety of environments including shared office space and classrooms.

**Physical Demands**

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer.

I, \_\_\_\_\_ have read this job description and understand its contents.  
(*print your name here*)

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Employee's Signature

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Date