



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Center Supervisor
LOCATION: Head Start Center
SUPERVISOR: Education Manager
WORKING HOURS: Monday - Friday, 8:00 a.m. - 3:30 p.m. (Typically)

JOB OVERVIEW:

Center Supervisors oversee daily operations at our Head Start Centers. They also provide educational experiences that promote school readiness, maintain high standards of teaching quality, and ensure a safe, nurturing environment for both children and staff.

KEY RESPONSIBILITIES:

- Develop and implement curricula that foster school readiness.
- Supervise and mentor teachers and teaching assistants, ensuring high-quality educational interactions as per the Classroom Assessment Scoring System (CLASS).
- Oversee the safety and cleanliness of the center.
- Conduct home visits, set up parent-teacher conferences, and engage actively with families.
- Manage and supervise all center operations, including compliance with licensing and Performance Standards requirements.
- Prepare and review reports before submission to the central office.
- Organize and lead staff meetings and training sessions.
- Monitor and evaluate children's progress, incorporating early literacy and math activities across all domains of learning.
- Collaborate with Family Advocates to support family engagement in the educational process.
- Attend local and out-of-area workshops.
- Support all Head Start service areas.
- Other duties as deemed necessary.

DESIRABLE SKILLS AND QUALIFICATIONS:

- Bachelor's or Associate degree in Early Childhood Education.
- Strong leadership skills with the ability to manage and inspire a team.
- Effective communication skills, capable of working with staff, children, and parents.
- Organizational and planning skills, with a capacity to manage multiple tasks.
- Ability to maintain compliance with all local and national regulations on childcare and education.
- Must have reliable transportation.

Signature _____ Date _____

Updated 7/2024