



2177 Asheville Rd., Waynesville, NC 28786
828-452-1447
www.mountainprojects.org

154 Medical Park Loop, Sylva, NC 28779
828-586-2345

JOB DESCRIPTION

Effective Date: _____ Revision Date: _____

Name: _____

Job Title: Center Supervisor (Kneedler)
Program: Head Start
Supervisor: Education/Disabilities Coordinator

Position Overview: (Primary Function)

To supervise daily operations of a Head Start center. Responsible to all Head Start management staff in implementing all Head Start Performance Standards and North Carolina Child Care regulations.

Project Work Description: (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

1. Responsible for supervising all center staff and communicating with Education Coordinator to maintain ratios.
2. Work in classrooms to maintain child-staff ratios.
3. Ensure compliance in all areas of the Head Start Performance Standards, NC Child Care, sanitation and fire.
4. Maintains personnel files on all teaching staff including documenting staff trainings and Health & Safety trainings.
5. Ensures all parent-teacher conferences and home visits are completed.
6. Monitors classrooms to ensure implementation of curriculum, ongoing assessments and daily lesson plans.
7. Ensures center and classrooms are maintaining a clean and sanitized environment and uses proper sanitary procedures.
8. Ensures supervision policy is followed and completing documentation checklist three times a year.
9. Monitors family style dining is implemented and teachers are sitting with children having engaging conversations.
10. Monitors accurate up-to-date attendance records, CACFP and In-Kind. CACFP reports are ready for review.
11. Orders, receives, distributes, and maintains accountability of supplies, materials, including food orders.
12. Maintains continuous ongoing communication with parents, supervisors, and administrative staff.
13. Meets monthly with center staff and sends documentation to Education Coordinator.
14. Conducts staff evaluations annually to include 30, 6 month evaluations on new employees.
15. Builds relationships with parents to promote volunteerism.
16. Actively recruits children into Head Start and Early Head Start programs.
17. Adheres to Mountain Projects, Inc. policy and procedures including monitoring cell phone usage.
18. Completes required monthly monitoring reports and meets with classroom staff to discuss observations.
18. Mentor teaching staff with children who exhibit challenging behaviors.
19. Any other job related assignments that may be required or deemed advisable by the supervisor:
20. Report to managers immediately any suspicion of waste, fraud, abuse of any agency program property, supplies, etc.



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- 1. Minimum Qualifications:**

 - *A four year degree from an accredited college relating to Early Childhood Development
 - *Level III Administrative certification
- 2. Preferred Qualifications:**

 - *Supervisory experience
 - *Experience working in a childcare setting
- 3. Skills/Attributes:**

 - *Knowledge and ability to exercise supervisory responsibilities
 - *Working with families from diverse economic, social and educational backgrounds
 - * Strong verbal and written communication skills
- 4. Essential Functions:**

 - *Knowledge and ability to exercise supervisory responsibilities
 - *Working with families from diverse economic, social and educational backgrounds
 - *Diligence must be practiced continuously and to maintain confidentiality at all times.
- 5. Physical Demands:** Normal office environment with bending and stooping? Yes ____ No ____

If no, describe demands.

 - *Frequent lifting of 40+ lbs.
 - *Occasional heavy lifting of 50+ lbs. or moving objects such as tables and chairs.
 - *Frequent periods of sitting, pulling, reaching and kneeling to meet the needs of the children.
- 6. Work Environment:**

 - *Schedules may vary from the standard; supervisors will advise of specific hours of work
 - *Working from home to provide remote services to children and families if necessary
 - *Go into homes of Head Start children for home visits
 - *Local and out of town travel with overnight stays are sometimes required.
- 7. Mental and Visual Demands:**

 - *Valid North Carolina Driver's license with appropriate insurance coverage required
 - *Frequent mental and visual attention required while problem solving.
 - *Ability to handle stress associated with management of multiple tasks.

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Equal Opportunity Employer

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment with regard to race; color; religion; sex; sexual orientation; gender identity; or expression; national origin; age; disability; genetic information; political affiliations; National Guard; or veteran status, consistent applicable federal, state, and local laws, and regulation.

Direct Supervisor: _____

Employee Signature

Date