



**MAUI FAMILY SUPPORT SERVICES, INC.
JOB DESCRIPTION**

EHS Center Supervisor

Job Title: EHS Center Supervisor
Department: Early Head Start
Reports to: Education Specialist
FLSA Status: Exempt

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Summary:

Under the direction of the Education Specialist, the Center Supervisor is responsible to plan and implement a quality Infant/Toddler educational program in accordance with the Early Head Start Performance Standards, Maui Family Support Services goals, objectives, beliefs, and vision.

Essential Duties and Responsibilities:

Child Development Center and Participants

1. Conducts monthly participant record reviews and maintains required data collection systems, including (but not limited to) information pertaining to participant attendance, child assessment and evaluations, and program activities required by EHS standards.
2. Ensures the recommended curriculum is being used by Teachers to meet EHS performance standards.
3. Review Teacher lesson plans and support them in preparing, developing, and implementing appropriate activities and spaces (indoor and outdoor) for participants.
4. Assures quality services to program participants by doing classroom observations, monitoring parent-teacher conferences and selective home visits. Monitoring and mentoring of staff is essential.

Physical Space & Equipment

1. Plan for use and maintenance of indoor and outdoor areas and equipment.
2. Keep accurate inventory records of equipment.
3. Manage and restock supplies and equipment as needed.
4. Arrange for custodial care, maintenance and repairs in accordance with procedures and licensing requirements.

Health & Safety

1. For the health, welfare, and safety of the children in the assigned groups.
 - a. Ensures child health checks are conducted daily.
 - b. Takes appropriate action in case of child's illness or accident; by notifying Education Specialist and parents, completing incident reports, and keeping accurate contact logs in the children's file.

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- c. Ensures the assigned group is visually supervised at all times: NEVER leave a child alone.
 - d. Knows and follows emergency procedures, practice drills, and be aware of all emergency escape routes.
 - e. Immediately reports any stranger on the premises or other unsafe conditions to the Education Specialist or member of the Executive Leadership Team if the Education Specialist is unavailable. Follows all safety procedures re: access to the building and classrooms, using camera monitoring and access card systems in accordance with Safety Policies and Procedures.
2. Supervises meal time activities of the children in the group, including meeting all nutritional guidelines.
 3. Ensures that notices of children's allergies and special nutritional needs are posted in the kitchen and in the child's classroom file along with a Contingency Plan and/or written recommendations from the child's pediatrician.
 4. Ensures Teachers and Teacher Aides sit down with the children and have lunch together with the children "family style".
 5. Ensures the supervision of the children on the playground, in the classroom, and on daily walks. Ensures that adult supervisors are spaced for maximum coverage of the play area for the safety of the children.
 6. Ensures daily attendance records on the children are kept of the children in the group on individual attendance sheets. Accounts for all children at all times.
 7. Reports unsafe conditions, injuries/illnesses and incidents within 24 hours of notice. Ensures that employees perform duties using health and safety work techniques and procedures in accordance with DHS Licensing standards and regulations and MFSS safety and health rules and sanitation standards.
 8. All MFSS Staff: As a mandated Reporter, reports all concerns of suspected child abuse and neglect (C/AN) to Supervisor immediately.
 9. All MFSS Staff: Provides Brief Intervention to all Participants identifying as smokers to increase the health and wellness of the child and family to and to support tobacco cessation (refer to Cessation Resources).
 10. Ensures the implementation a safety program for the Center including review and training of emergency procedures, evacuations, and conducting monthly fire drills.

Other Duties - The Center Supervisor will:

1. Conduct and assist Teachers in completing home visits and parent conferences as required by Early Head Start Performance Standards.
2. Attend and participate in monthly and mandatory staff meetings and events and participate in agency in-service training and other meetings as required.
3. Assess, evaluate, and report progress on individual children as prescribed by the Education Specialist. Assist Teachers in the assessment and reporting process.
4. Participate in parent education programs when required by MFSS ELT or the Education Specialist.
5. Assist in maintaining USDA recordkeeping accuracy and USDA facility compliance as prescribed by USDA and licensing guidelines and as recommended by the Education Specialists.
6. Participates in program planning and yearly EHS program self-assessment.

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7. Plan and conduct regular Center staff meetings.
8. Perform other duties as assigned by the Education Specialist and/or ELT.

Employee Standards

Customary Compliance

1. Adheres to administrative and program rules, policies, procedures and objectives.
2. Assists in care and maintenance of program equipment and supplies.
3. Consistently reports to work on time and ready to work at the appointed start time.
4. Provides proper notification when late or absent.
5. Adheres to and abides by the agency's Code of Ethics.
6. Reports to work well groomed and in compliance with the agency's dress code.

Fiscal Responsibility

1. Adheres to productivity guidelines for program and agency.
2. Manages equipment, materials, supplies and time within budget.
3. Submits timesheets, disbursement requests, mileage, and other fiscal forms accurately and timely.

Performance Quality Improvement

1. Uses the values, philosophy, tools and techniques of Performance and Quality Improvement to support the organization's quality in all daily work.
2. Actively participates in Performance and Quality Improvement education.
3. Actively participates in committees, teams, and task forces as requested.
4. Develops and implements action plans for performance improvement and understands what is necessary in order to meet Agency's needs and expectations.
5. Keep abreast of trends in early childhood education by attending professional workshops, reading professional literature and participating in professional organizations (e.g., HAEYC, NAEYC, HSAH, NHSA).

Mission

1. Demonstrates the ability to interact in a positive and helpful manner with participants, visitors, volunteers and staff.
2. Respects the dignity of all by maintaining their privacy, ensuring confidentiality and maintaining appropriate boundaries.
3. Exhibits a commitment to the organization's mission.
4. Reflects commitment to building a supportive work environment and maintains a positive attitude in the work place and toward the job.
5. Projects a good image in engaging with the public and is willing to make an extra effort to help build a quality and caring social services organization.
6. Demonstrates the ability and sensitivity to work with diverse cultures within the community.

Effective Communication

1. Demonstrates effective communication skills by conveying necessary information accurately and concisely, respectfully, listening effectively, and asking pertinent questions.

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2. Communicates effectively with all MFSS programs and staff, both orally and in writing; can read and understand written material and is able to write effectively to meet the job requirements.

Staff Relations

1. Establishes and maintains cooperative relationships with participants, staff, and others using a humanistic attitude (anticipates needs, is respectful, caring and courteous)
2. Teamwork: interacts with fellow workers in a way that promotes a harmonious and cooperative working environment. Volunteers and interacts in a supportive helpful manner.

Environmental Safety

1. Adheres to safety, health and regulatory requirements as described in the administrative and program operations and policies & procedures.
2. Reports incidents and unsafe work conditions to supervisor and/or member of Executive Leadership Team, immediately.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other qualifications listed below are needed to adequately fulfill essential job duties. Reasonable accommodations may be made to differently-abled individuals to perform the essential functions.

- Current and valid driver's license.
 - Current and clean driver's abstract.
 - Current automobile insurance.
 - Current Infant/Child CPR/FA certification.
 - Current TB clearance.
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- Have the personal characteristics to provide affection, security and continuity of care to children.
 - Meet the organizational, state and local requirements for minimum education and literacy.

Education and/or Experience:

A Center Supervisor shall have:

1. A bachelor's degree in ECE or CD or related fields, e.g., maternal-child health, nursing, or human development, and, twelve months full time experience working with children under thirty six months of age in a licensed group care setting, and, twelve credits approved ECE or CD training courses (may be part of the bachelor's degree), including 30 hours course work in infant and toddler development from an accredited Teacher training institute or program; OR
2. Two years of college, preferably in ECE or CD or related fields, and, twenty four months full time experience working with children under five years of age in a licensed group care setting of which twelve months shall have been with children under thirty six months of age, and, twelve credits approved ECE or CD training courses, including thirty hours course work in infant and toddler development from an accredited Teacher training institute.

Language Skills:

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Ability to effectively present and respond to questions from groups of managers and governance body.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and listen. Mostly sedentary work, occasional reaching, stooping, bending, kneeling, crouching. The employee should have manual dexterity to be able to file, type, and accomplish general office tasks specific to job duties of this position. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Little exposure to temperature, noise or environmental extremes.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Are free of physical conditions that may hinder their ability to care for children as determined by a physical examination by a duly licensed physician.