



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

Head Start

TEAM LEADER (Supplemental)

Position Information:

Supervised by: Operations Director/Primary Position Supervisor **Supervises:** All Center Team Members

Salary: 1-5 Staff Supervised: plus \$100/month **Classification:** Exempt
6+ Staff Supervised: plus \$200/month

Job Goal:

To provide supervision, assistance, direction and support to all Center Team Members

Essential Responsibilities:

- Properly perform duties of primary position
- Articulate organizational mission, values, and policies to team members and clients
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.
- Site Supervision
 - Coordinate with other supervisors to provide supervision, leadership, and direction to all team members, including: performance evaluations, orientations, attendance and punctuality, and other forms of assistance
 - Coordinate with other supervisors' appropriate coverage for absent employee positions
 - Monitor employees' work schedule
 - Model expectations and agency policies
 - Organize and conduct regularly scheduled team meetings, take minutes and submit to Operations Director
 - Ensure communication flows from Management/Admin to Center staff and from Center staff to Management/Administration
 - Ensure accurate and timely reporting of employee time sheets and mileage sheets
 - Promptly give accurate, pertinent information to team members
 - Assist with the professional growth and development of all team members
 - Supervise/Monitor site and team issues insuring appropriate response time
 - Perform a Safety Observation on site staff once per month
- Ensure timely submission of month ends to appropriate staff
- Facilities
 - Coordinate with Operations Director all maintenance issues at the site
 - Ensure Health & Safety issues are addressed or corrected timely
 - Ensure, with team members, the cleanliness of the office
 - Work with Operations Director on supplies needed for office
 - Maintain Center budget and petty cash
- Parent Involvement
 - Oversee Parent Center Days
 - Assist with the development of the Parent Activity Budget
 - Ensure representation of center to Policy Council
- Oversee the use of the Agency vehicle (s)
 - Make sure vehicle maintenance occurs in conjunction with Transportation Manager
 - Ensure vehicles are cleaned and washed monthly
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately

- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Qualifications:

- AA/BA in ECE, Social Services, Human Services or related field and
 - One year experience in Social Service Agency, or
- CDA and
 - Two years Head Start experience, or
- One year of supervisory experience
- Strong leadership, interpersonal and communication skills
- Adequate means of transportation
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen and TB screen documentation upon hire
- Adequate means of transportation
- Desire to work with low-income children and their families

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records.
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Perform physical inventory of equipment and/or supplies
- Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
- Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements