

UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

TEAM LEADER (Supplemental Position)	
Supervisor: Operations Director	Subordinates: All Center Team Members
Terms of Employment: Seasonal	Exempt Status: Exempt

Job Goal: To provide supervision, assistance, direction and support to all Center Team Members.

Essential Responsibilities:

1. Properly perform duties of primary position.
2. Articulate organizational mission, values, and policies to team members and clients.
3. Demonstrate commitment to mission, values, and policies in the performance of daily duties.
4. Site Supervision
 - a. 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.
 - b. *Coordinate with other supervisors' appropriate coverage for absent employee positions.
 - c. Monitor employees= work schedule
 - d. Model expectations and agency policies
 - e. Organize and conduct regularly scheduled team meetings, take minutes and submit to operations directors
 - f. Insure communication flows from Management/Admin to Center staff and from Center staff to Management/Admin.
 - g. Insure accurate and timely reporting of employee time sheets and mileage sheets.
 - h. Promptly give accurate, pertinent information to team members.
 - i. Assist with the professional growth and development of all team members
 - j. Supervise/Monitor site and team issues insuring appropriate response time.
5. Insure timely submission of month ends to appropriate staff.
6. Facilities
 - a. Coordinate with Operations Director all maintenance issues at the site.
 - b. *Insure, with team members, the cleanliness of the center
 - c. Maintain Center budget
7. Parent Involvement
 - a. Oversee Parent Center Days
 - b. Assist with the development of the Parent Activity Budget.
 - c. Insure representation of center to Policy Council
8. Oversee the use of the Agency vehicle (s)
 - a. Make sure vehicle maintenance occurs in conjunction with Transportation Manager
 - b. Ensure vehicles are cleaned and washed monthly.

Qualifications

1. AA/BA in ECE, Social Services, Human Services or related field, and one year experience in Social Service Agency, or
2. CDA and two years Head Start experience, or
3. One year of supervisory experience.
4. Strong leadership, interpersonal and communication skills.
5. Adequate means of transportation
6. Adequate physical health and T.B. screen documentation upon hire
7. Current First Aid and CPR cards.
8. Desire to work with low-income children and their families.

General Staff Responsibilities:

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

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. 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.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
10. 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.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer