

Muscogee (Creek) Nation
Human Resource Management Services

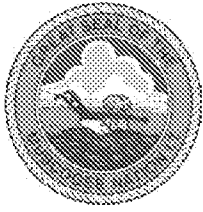
Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 07/15/2022	Employee Requisition Number ER-22351	JOB OPPORTUNITY	
Title/Position: CENTER SUPERVISOR			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: HEAD START	Location: Wetumka	Location Code: 108	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	<p>Documents progress of all Head Start content areas.</p> <p>Assures integration of content areas with appropriate agencies, programs and committees.</p> <p>Attends workshops and trainings to further knowledge of content areas.</p> <p>Supervise and evaluate job performance of all staff under their direct supervision.</p> <p>Approve all leave of staff under their direct supervision following the Muscogee (Creek) Nation Policy and Procedure Manual.</p> <p>Must substitute for teaching staff when needed.</p> <p>Must assure the center is meeting staff/child ratio in the classroom, on the playground, and on the bus.</p> <p>Must ensure the center is safe according to State, Federal, and Tribal regulations.</p> <p>Must stay current of all updated policies and procedures, regulations, and changes within the Head Start program.</p>
Principal Duties and Responsibilities:	<p>Conducts recruitment of Head Start children within the community.</p> <p>Plan, coordinate, and integrate all content areas within the Head Start center.</p> <p>Responsible for implementing the enrollment process of all children, monitoring attendance and maintains full enrollment, replaces children within 30 of vacancies.</p> <p>Responsible for one-classroom files for centers that have three (3)</p>



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classroom, scheduling and documentation of all preliminary screening, follow-up appointments, and referrals for each child in their assigned center and assisting in helping families establish a medical and dental home. Provide transportation for children and families to medical and dental appointments as needed.

Observe each classroom weekly and submit observations to the Education/Disabilities/Mental Health Specialist.

Assures the classroom is complying with lesson plans, daily schedules, meal times, and supervision of children.

Assures the center is complying with Child Adult Care Food Program (CACFP), State, Tribal, Indian Health Service (IHS), Head Start Performance Standards, Head Start Act, Head Start Policy and Procedures, and Muscogee (Creek) Nation Policy and Procedures.

Assures monthly newsletters for families sent to all parents/guardians.

Responsible for assuring monthly parent committee meetings are being scheduled and all required parent trainings are being met.

Assures center staff attend professional development trainings through Head Start In-Service Training, Conferences, and Webinars.

Responsible of tracking training needs for all center staff and assure training completed within a specified span of time. Stay current of all new rules and changes within the Head Start program.

Responsible to completing and reviewing monthly reports for accuracy and assuring all reports are on time and submitted to each content specialist.

Responsible for reviewing and maintaining copies of all purchases and receipts prior to submitting to Head Start Administration.

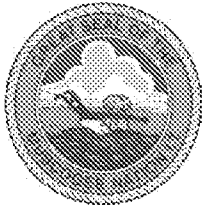
Monitor Teaching Strategies Gold monthly to ensure observations are current and cover all domains.

Provide site visits forms, classroom observations/monitoring monthly.

Must assure Performance Standards and Head Start Policies and Procedures understood by staff and utilized throughout the Head Start.

Must provide all newly hired staff an orientation that focuses on, at minimum, the goals and underlying philosophy of the program and on the ways implemented.

Coordinate the ordering of supplies, materials and equipment for the



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center.

Provides guidance, both professional and personal, according to the individual employee's needs.

Maintains an up-to-date record keeping system. Ensures confidentiality of all records and information. Provides data reports and a summary of reports as needed.

Attends all supervisor and management meetings.

Provides monthly staff meetings.

Ensures that the multi-cultural principles reflected in the Head Start program practices.

Reviews all lesson plans before implementation in classroom.

Assists in interviews and in selecting potential applicants.

Ensures implementation of policies and procedures including procedures for children with disabilities in the Head Start program.

Ensure behavioral observations for each child entered into Child Plus.

Must report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Policies, Tribal, State, and Federal laws.

Must be willing to stay after hours, if necessary, to complete an important task or meeting.

Adheres to guidelines set in Muscogee (Creek) Nation, Head Start Policies and Procedures, Department of Human Services Child Care Licensing Requirements, Federal, and State Regulations as related to Head Start.

Must have a physical annually and an initial TB skin test upon hire.

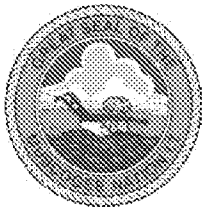
Must dress and conduct self in a professional manner befitting the position at all times, whether at the office, at meetings, workshops or conferences.

Must obtain a certificate of First Aid/AED, CPR, MAR, and Food Handlers Permit as scheduled by the program.

Must obtain a CDL.

Must pass all background checks including fingerprints.

Must have a valid Oklahoma Driver's License.



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	Performs other duties as assigned.
Minimum Requirements:	Associates Degree in early childhood education
Preferred Requirements:	Bachelor's Degree in Early Childhood Education
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

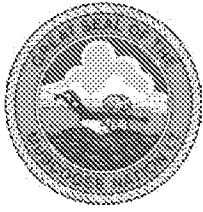
Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
 While performing the duties of this Job, the employee is regularly exposed:

Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise



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Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.