

## PERSONNEL



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### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**Job Title:** Center Supervisor  
**Program:** Head Start  
**Department:** Education  
**Supervisors:** Managers, Assistant Director and Director  
**Location:** Canton, OK  
**Employment Status:** Full time, hourly, 40 hours per week; usual hours Monday – Friday 7:30 – 4:00; flexible schedule with early morning, evening, or weekend work.  
**Issue Date:** January 9, 2026

### OPEN UNTIL FILLED

All staff work toward this overall program goal. To assist each child in developing to his/her potential and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

**GENERAL OBJECTIVE:** Responsible for administration and supervision of day-to-day operations to provide a safe environment conducive to learning. Plans, supervises and implements compliance in all facets of OHS Performance Standards, Oklahoma DHS Licensing Requirements, Cheyenne & Arapaho Tribes Personnel Policies, as well as all local, federal, and state laws, procedures, and plans that pertain to early childhood education and the classroom.

**Direct Supervisor of:** All Center Staff (Teaching, Nutrition, Family Service Coordinators, Transportation/Maintenance Staff and Coordinator)

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe's Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- ***All Cheyenne & Arapaho Tribes Head Start applicants must submit mandatory criminal background check information to the Personnel***

***Department before employment with the program, or following any conviction occurring after commencement of employment.***

## **Duties and Responsibilities**

### **Center Supervisor**

- Oversees the day to day operations of the center
- Ensure classroom compliance based upon Performance Standards', program assessment, and DHS Licensing Requirements and all other standards related to program operations.
- Ensures conformity to health, safety, and license regulations in accordance with state and federal standards.
- Supervise the implementation of Head Start systems, plans, Head Start program policies and procedures, as well as the tribal personnel policies and procedures.
- Manages all center problems, as well as staff and ensures a solution is made.
- Ensures communication by holding center staff meetings to relay information from upper management regarding program activities, updates, etc.
- Conducts and completes formal and informal center evaluations, including annual employee evaluations.
- Responsible for supervision and on-going evaluation of all center employees. Review and track time, attendance & punctuality for all center staff when submitting weekly timesheets.
- Responsible for assuring that all center reports are submitted on time.
- Responsible for maintaining an up to date filing system for classroom/staff information.
- Assists the Assistant Director in scheduling health screenings for children.
- Assists the Assistant Director in making referrals for children to LEA and other professionals as needed.
- Assists the Assistant Director in the delivery of information to parents, health professionals and other agencies.
- Assists the Education Manager in overseeing the completion of developmental screenings.
- Assists Managers in the collection of data for the client tracking system.
- Coordinates on-going staff training for the entire center in conjunction with the Managers, Assistant Director and Director.
- Establish a healthy, positive, and safe environment for staff and children.
- Ensure coordination of periodic fire, tornado and evacuation drills.
- Ensures drivers know bus routes, location of stops, and which children should board or exit the bus at each.
- Communicates with Transportation Manager to ensure maintenance staff are sweeping and mopping the kitchen, bathrooms and classroom floors daily and hallways as needed.
- Ensures with Transportation Manager that Maintenance Workers are ordering cleaning supplies as needed prior to running out at the centers, and stocking bathrooms daily (soap, paper, etc.).

- Communicates with the Transportation Manager to ensure that transportation/maintenance worker is maintaining clean and neat grounds around the center and playground on a daily basis.
- Keep and update records that pertain to the coordination of all program components.
- Submits monthly reports on center activities, experiences, and challenges to the Director.
- Required to substitute in areas when staff is absent
- Required to drive a bus and/or monitor as needed.
- Ensures that children are reminded daily of safety protocols and procedures.
- Required to attend parent meetings, to be available for any questions from parents.
- Participate regularly in scheduled staff management meetings and/or trainings.
- Develop and implement a system for efficiently managing classroom, kitchen and center supplies.
- Complete and maintain accurate inventory records in collaboration with Administrative Assistant and Property Program.
- Explain to staff about expectations, their roles and responsibilities and assist them in maintaining proper documentation.
- Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual.
- Other duties as assigned.

#### **Program Participation and Team Member**

- Arrives at work on time, punctually attends and actively participates in all program activities to include component and staffing team meetings, all staff meetings, overnight retreats and training.
- Projects a professional work image, both in dress and manner. Required to dress in solid scrubs approved by Policy Council.
- Required to be a respectful, cooperative, and reliable team member and participant in program activities.

#### **Confidentiality**

- Required to respect the confidentiality of information about enrolled children and families, personnel issues and other program operations as appropriate.

#### **Training**

- In consultation with Supervisor, develops own professional work goals and training plan. Participates in training as required.

#### **Qualifications**

- A Bachelor's degree in Early Childhood Education and a minimum of one-year experience working with adults in a supervisory capacity OR
- An Associate's degree in Early Childhood Education and a minimum of three years' experience working in a supervisory capacity.
- Must have Tier I or higher training in center administration and management

- Must be familiar with federal, regional, state, and local tribal regulations as they apply to the specific area of program operations.

### **Other Requirements**

- Ability to understand and practice warmth, genuineness, and empathy in work with staff, parents, parents and community.
- Demonstrated leadership ability in areas of planning, organization, group process, supervision and communication.
- Ability to clearly articulate the program its goal and philosophy.
- Ability to function effectively in cross cultural situations.
- Valid CDL license with bus driver's license
- Obtain and hold a current food handlers card, CPR and First Aid certifications
- Demonstrated through knowledge about the Head Start Program Performance Standards and regulations.
- Maintain compliance with Criminal History Registry.
- Random Drug Testing.
- Be a positive role model.
- Cheyenne and Arapaho Preference.

**Physical Qualifications:** Ability to manage physically active children, ages 3-5 within a weight range up to 60 pounds, including lifting, restraining, guiding, pursuing, withstanding sudden movements.

I have read the above job description. I understand and will fulfill my responsibilities to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Cheyenne & Arapaho Tribes of Oklahoma  
Head Start Program**

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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To view all our current vacancy announcements, please visit our website at:

[www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)