



Community Action Committee of Pike County

EDUCATION SITE SUPERVISOR

Position Overview: Early Childhood Programs Division of CAC. The Education Site Supervisor is responsible for oversight at designated facilities, (Piketon, Western, YMCA, Eastern, and/or Scioto Valley) and supervision of designated staff at these sites.

Qualifications:

- Bachelor or advanced degree in Early Childhood Education (ECE), or degree and coursework equivalent to a major relating to ECE with experience teaching infants and toddlers and/or preschool aged children or
- Associate Degree in ECE or qualifying degree w/experience teaching infants, toddlers, or preschool children.

Preference:

- Preference given for at least two (2) years supervisory and/or management experience. Experience preferred in an Early Childhood setting.
- Preference given based on length of experience working with infants and toddlers, and/or preschool aged children.
- Preference given for experience with childcare licensing rules. Must be willing to obtain Administrator Rules Training.
- Preference given for experience/training with the Parents As Teachers (PAT) curriculum, Parents Interacting with Infants (PIWI), Partners for a Healthy Baby, High Scope or the COR Advantage, and Conscious Discipline.
- Preference given for experience advising staff with the Child Development Associate (CDA) process.
- Preference given to applicants w/CDL w/SP endorsement.

Requirements:


- Complete all ODJFS/ODE licensing requirements for staff files as documented on prescribed forms including: physical exam and/or T-8(V) exam; updated immunizations, three references; a signed Statement of Non-Conviction form; permission to obtain a copy of a BCI and FBI background check; 15 hours related training per year; and Communicable Disease, CPR, First Aid, and Child Abuse Prevention Training.
- Current valid driver's license, proof of up-to-date automobile insurance, insurable under agency policy and reliable transportation.
- Must complete pre-employment drug test (with CDL endorsement).
- Required to become CLASS reliable within twelve (12) months of employment.
- Ability to lift 40 pounds, stoop and bend to speak with children at their level.
- Must possess audio and visual skills to care for young children.
- Must be willing to complete CDL pre-service and obtain certification within 12 months of employment (HS only).

Deadline: Until Filled

Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at www.pikecac.org and at our office in Piketon.

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.

Job Title:	Education Site Supervisor	Department:	Early Childhood Programs
Job Level:	11 (Full Year)	Hours:	40 hours as assigned
Supervisor:	Education Services Manager	FLSA:	Exempt
Human Resources Director's Signature:			Date: 11-29-18
Employee Signature:	_____		Date: _____
Employee Printed Name:	_____		November 2018

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- A signed Standards of Conduct Form.
- Current valid driver's license, proof of up-to-date automobile insurance, insurable under agency policy and reliable transportation.
- Must complete pre-employment drug test (with CDL endorsement).
- Required to become CLASS reliable within twelve (12) months of employment.
- Ability to lift 40 pounds, stoop and bend to speak with children at their level.
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Essential Job Functions by Service Area:

Child Development/Health/Disabilities

- Assist with the curriculum development, plan, design, and implementation.
- Participate in the CDA process for staff by acting as CDA advisor. Act as the onsite mentor for staff enrolled in college classes.
- Monitor and train staff and volunteers in the implementation of a developmentally appropriate curriculum.
- Assure that adequate and appropriate supplies and equipment are available on site.
- Responsible for reading and adhering to all agency policies and procedures; Ohio Department of Job and Family Services Licensing Rules and/or Ohio Department of Education Licensing Rules for Preschool Children and Head Start Performance Standards.
- Become knowledgeable of Community Action Programs and local community resources.
- Required to obtain a CDL w/SP endorsement within twelve (12) months of employment (if supervising classrooms providing transportation).
- Communicate with professional community and public in a friendly, courteous, and pleasant manner.

Parent, Family, and Community Engagement

- Build trusting and respectful relationships with families that integrate their values, beliefs, and caregiving practices.
- Document all relevant contacts with parents on case notes per agency policy.
- Encourage volunteerism and attendance to all parent activities and provide an atmosphere that promotes and reinforces family engagement in the classroom/on the bus.
- Assist parents in assuming the role of their child's first teacher to maximize the potential for each child's optimal growth and development. Assist parents in advocating for their child's needs with other community agencies.

Program Design and Management

- Complete all required tracking of information; submit reports and all other essential records required by the program in a timely and comprehensive manner.
- Ensure adequate, ongoing, and two-way communication with staff, families, and community partners.
- Assist in maintaining up-to-date Early Childhood written procedures.
- Responsible for orientation of new staff and adequate supervision of staff according to agency policies and procedures.
- Responsible for completing timely annual and probationary performance evaluations on all Early Childhood staff with appropriate management staff input. Shall also assist each staff person in the development of their Professional Development Plan.
- Ensure general maintenance and security of facilities and assist in inventory of equipment and supplies. Shall request supplies as needed to ensure provision of services.
- Participate in program planning and ongoing monitoring including the Program Self-Assessment, Program Plans, Strategic Plan, etc.
- Responsible for the daily operation of designated sites.
- Conduct on-site observations to monitor compliance with the Early Childhood Program Plan, Head Start Performance Standards, Step Up to Quality (SUTQ), Classroom Assessment Scoring System (CLASS) and any other tool deemed necessary.
- Maintain children's educational files and assist the Parent Involvement/Human Resource Coordinator in maintaining Early Childhood staff files.

Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)

- Participate in recruitment and enrollment activities as necessary to ensure that full enrollment is maintained.
- Initiate and coordinate the transition process of children entering and leaving the Early Childhood Program.

Transportation

- Drive safely at all times and follow all Ohio Laws, Regulations, and CAC Agency Policies.

Accountabilities:

- Accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with children and families and maintain a positive reflection of CAC and the Early Childhood Program. Remain calm in times of crisis.
- Must handle confidential information in accordance with agency policy.
- Adhere to all agency safety policies and procedures.
- Must immediately divulge information to supervisor if convicted of criminal offenses prohibited on the Statement of Non-Conviction form and/or traffic offenses that could affect agency insurance coverage.
- Is aware that social networking sites are banned during work time unless they are program specific.
- Must be willing to engage in professional development efforts, including occasional overnight stays, as available to the position and requested by supervisor.

Non-Essential Job Functions:

- Committee assignments.
- Responsible, along with other staff, for keeping center, office, kitchen and supply areas clean and orderly.
- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Early Childhood Program and/or CAC.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

The mission of the Early Childhood Program is to join with our community in strengthening families and improving the quality of life for children.