



## Position Opening

142 Javit Court  
Austintown, OH 44515  
(P) 330.736.0071

### Education Supervisor

Alta Head Start is currently seeking an Education Supervisor to be responsible for the general day to day operations of an Alta Head Start preschool facility, or a group of preschool centers. Other duties include, but are not limited to, covering multiple classrooms, assuring regulatory and legal compliance with applicable federal, state, and local regulations and Head Start Standards, as well as supervising monitoring, mentoring, and developing all staff assigned to designated centers. This position may be reassigned to various centers as necessary for program operations.

#### **Essential Functions:**

1. Develops and monitors center and staff schedules.
2. Arranges for and schedules substitutes for center classrooms as necessary.
3. Responsible for monthly safety checks, fire drills and safety meetings as well as updating any applicable logs.
4. Investigates any child or staff incidents assuring all forms are complete and the proper manager and/or supervisor is notified.
5. Responsible for monitoring and assuring compliance with applicable local, state, and federal regulations including childcare licensing regulations and renewals.
6. Meets with parents as necessary and appropriate.
7. Maintains and monitors filing and tracking systems and documentations for their site(s).
8. Submits verbal and/or written reports to immediate supervisor and the Program Director on the activities and status of the center(s) on a regular basis.
9. Monitors staff attendance, timesheets, leave requests, and site files for staff and/or children, for compliance.
10. Assists in the identification, purchase, and annual inventory of center supplies and equipment according to applicable policies and procedures.
11. Conducts regular staff meetings for site(s).
12. Documents non-federal match and other allowable costs applied toward non-federal share requirements.
13. Responsible for understanding and assuring compliance with Head Start Standards.
14. Plans and directs the work of the staff supervised. Observes staff and gives feedback on a regular and informal basis.
15. Responsible for completing staff evaluations for all staff assigned to site(s) according to Alta and Step Up to Quality (SUTQ) standards.
16. Promotes professional development and supports staff growth.

#### **Education and Experience:**

Minimum of a bachelor's degree in Early Childhood Education or a related field with coursework equivalent to a bachelor's degree in Early Childhood Education preferred. A minimum of two years' experience in a classroom setting required. Previous supervisory experience preferred.

Resume and cover letter may be submitted to [careers@altaheadstart.org](mailto:careers@altaheadstart.org) or mailed to: 142 Javit Ct, Austintown, OH 44515. Equal Opportunity Employer