



Community Action Agency

CINCINNATI | HAMILTON COUNTY

Phone: (513) 569-1840 * **Fax:** (513) 569-4354 * **Website:** www.cincy-caa.org

JOB DESCRIPTION

Position Title:	Education Supervisor	FLSA Status:	EXEMPT
Division:	Head Start	Pay Grade:	8
Work Hours:	Varies by site: requires evenings and weekends	Revision Date:	May 2015

Work Location:

Cincinnati-Hamilton County Community Action Agency * 1740 Langdon Farm Road * Cincinnati, Ohio 45237

POSITION SUMMARY

Supports the daily operations of the Head Start Center and provide the leadership for the center-based facility program to ensure compliance with local, state and federal regulations. Provides oversight and direct supervision of teaching staff. Duties are carried out in accordance with the Head Start Performance Standards, regulatory agencies, and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Plans, organizes, and coordinates all educational child development services at the center.
2. Supervises activities designed to meet the physical and safety needs of the children, ensuring their care and protection, quality service and confidentiality and ensures program's adherence to applicable federal, state, local, and program standards, policies, and/or procedures by keeping abreast of these requirements and by promoting staff's understanding and implementation of them.
3. Works in conjunction with Principal to develop meaningful and realistic program plans by analyzing results from the previous year's program improvement efforts and multiple data sources (e.g., community assessment, program self-assessment, Program Information Reports, performance appraisals, federal and state monitoring reports, child outcomes)
4. Serves as the "Person in Charge" in the absences of the Principal.
5. Implements the Education Plan at the site as outlined in the Standard Operations Procedure and Education Content Plan.
6. Oversees the implementation of curriculum and lesson plans at the site and ensure age appropriateness and individualization.
7. Assist in developmental screenings.
8. Track, compile and report on documentation of lesson plans, individualization
9. Reviews compliance reports, for educational content area, and provides direction to maintain compliance.
10. Attends monthly education meetings with the Education Manager.
9. Provides leadership and guidance to the teaching staff.
10. Schedules teacher's time to ensure optimal program delivery.
11. Supports and facilitates training programs for teachers.
12. Keeps abreast of educational trends and data and make recommendations for improvement.
13. Serves as the center educational director and/or site administrator for state and local licensing.
14. Coordinates service delivery and maintains inventory levels to ensure efficiency.
15. Enforces Head Start Center rules of safety and promotes good public relations.
16. Develops, documents, and distributes service delivery performance reports.
17. Oversees daily operations of center with high quality service and confidentiality for Head Start children and families.
18. Participates in recruitment and soccer activities within the center

19. Ensure the implementation of all applicable Head Start Standards (1304-1308). Inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development.

20. Facilitates team meetings.

21. Is certified in CLASS and works with Curriculum Specialist and Center Principal to ensure that all classes are observed twice a year.

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, CHCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have:

1. Master's degree in Early Childhood Education from an accredited college or university or equivalent. Bachelors with 3 years' experience considered.
2. Organizational and administrative management experience in the operation of a childcare center.
3. Demonstrated knowledge of diverse cultures.
4. Three (3) years of teaching experience in an urban environment.
5. Two (2) years of customer service experience.
6. Proficient computer experience in Microsoft Office.
7. Experience working with diverse populations, including low to moderate-income families.
8. Ability to multi-task and prioritize duties required.
9. Ability to work with and teach infants and toddlers.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

WORK ENVIRONMENT:

Typical classroom and office environment, with minimal exposure to excessive noise or adverse environmental issues.

PHYSICAL DEMANDS:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Walk, bend, kneel, and reach;
- c. Lift a 20-60 lb. child, using all safety precautions;
- d. Stand, sit, and play with infants and toddlers for long periods of time;
- e. Talk, hear, and communicate with parents;
- f. See and be able to read, write, and interpret written documents.

ORGANIZATIONAL STRUCTURE:

Reports to: Principal

Manages: Teaching Staff

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to



perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

Employment with the C-HCCAA is voluntarily entered into, and the employee is free to resign at any time and for any or no reason. Likewise, the C-HCCAA may end the employment relationship with the employee at any time for any or no reason, with or without notice. Therefore, the only employment relationship that exists is one terminable at will by either the employee or C-HCCAA.

