

**WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.**

Conway, South Carolina

**JOB DESCRIPTION**

JOB TITLE:	<u>CENTER SUPERVISOR</u>	GRADE:	<u>8</u>
COMPONENT:	<u>HEAD START</u>	DATE REVISED:	<u>01/26/2018</u>
REPORTS TO:	<u>EDUCATION MANAGER</u>	STATUS:	<u>EXEMPT</u>

**I. INTRODUCTION:** Under general supervision of the Education Manager, using analytical judgment; plans, coordinates, implements, supervises and evaluates all center activities (classroom, outdoors, field trips, etc.). Supervises and monitors all teaching and classroom staff.

**II. DUTIES AND RESPONSIBILITIES:**

1. Supervises and evaluates all center activities to insure that needs of enrolled children are met to include all safety and health standards.
2. Assist the Education Manager in/with implementing the policies and procedures for proper administrative duties and operation procedures.
3. Conducts teacher evaluations on an annual basis and assists teachers in setting annual goals.
4. Complete on-site observations to provide ongoing support and feedback to the staff, building morale and acting as a resource and problem solver.
5. Participate in the development of curriculum activities, education and program training plan.
6. Coordinates and supervises all center activities, field trips, etc.
7. Supervises all teaching staff and volunteers in their daily activities.
8. Attends all workshops, seminars, pre-service and in-service trainings, etc., as required.
9. Insure the integration of activities in all content areas to provide comprehensive services.
10. Provides input to teachers and assistant teachers in developing an individualized professional development plan.
11. Maintains complete files and records.
12. Monitor and document the monitoring weekly of the classrooms.
13. Assist the Education Manager in requisitioning of sufficient furniture, equipment, and programmatic materials.
14. Assists in increasing in-kind services and donations each year.
15. Input educational assessments and data into computer.
16. Such other duties as assigned within state and federal guidelines

**III. QUALIFICATIONS:**

NECESSARY (entry requirements):

1. Bachelors Degree or advanced degree in Early Childhood Education; or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool age children.
2. At least two years' experience in supervising a subordinate staff of five or more professionals.
3. Ability to communicate effectively both orally and in writing.
4. Must have basic computer skills.
5. Valid driver's license or reliable transportation.
6. Able to attend overnight meetings.
7. Able to lift 25 pounds.
8. Must be able to pass a SLED/FBI criminal background check, drug screen, central registry clearance and all required health screenings to include T.B. Test.

**DESIRABLE:**

1. Bachelors Degree in Early Childhood Education and three (3) years experience in working with low-income pre-school children in a child development center.
2. Five years' experience supervising a staff of ten or more professionals.
3. Basic knowledge (at Least six (6) months experience) of regulations and guidelines governing the Head Start program.

**IV. MOBILITY:**

Upward-----Education Manager  
Lateral-----Family Service Worker  
Downward-----Teacher

**V. HOURLY RANGE:**     \$17.00-25.43

I have read, received and understand my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by Policy Council: January 18, 2018

Approved by Board of Directors: January 26, 2018