



EMPLOYMENT OPPORTUNITY

**DATE OF POSTING:** August 2010

**POSITION TITLE:** Center Supervisor/Teacher

**PROGRAM:** Head Start

**WORK SCHEDULE:** 9 Months

**POSITION REPORTS TO:** Program Director

QUALIFICATIONS/REQUIREMENTS:

Bachelor’s Degree in Early Childhood Education. Master’s Degree preferred. Minimum of three years of classroom (teaching) experience in an early childhood setting. Prior supervisory experience preferred. Must be at least 21 years of age.

TYPICAL DUTIES/RESPONSIBILITIES:

Ensure adequate staffing. Achieve and maintain NAEYC accreditation. Ensure site meets DCFS Licensing stands, in addition to Head Start performance standards. Mentor staff and support their professional development. Manage site budget for supplies. Advocate for families within the community. Be a liaison to community agencies. Encourage parent participation. Demonstrate an understanding of child development in the teaching process. Implement a variety of effective teaching practices. Promote learning based on children’s needs, strengths and interests. Responsible for all classroom activities and experiences of enrolled families. Also responsible for overseeing all site events

Please complete application and:

<b>Mail to:</b> Riverbend Head Start and Family Services P O Box 250 Alton, IL 62002	<b>Fax to:</b> 618-463-5915	<b>e-mail to:</b> <a href="mailto:lbostick@riverbendfamilies.org">lbostick@riverbendfamilies.org</a>
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Resumes will not be accepted.

FOR MORE INFORMATION, CONTACT: Human Resources at 618-463-8701 or 618-463-8700