

JOB DESCRIPTION



JOB TITLE: EHS Center Supervisor
SUPERVISOR: EHS Education Manager
WORK STATION: 901 Staton Road, Greenville, NC

DUTIES AND RESPONSIBILITIES:

1. Assist with the administration and monitoring of the EHS Early Childhood program for children.
2. Assist with the coordination of educational experiences for children according to the Performance Standards and program regulations for EHS.
3. Supervise center operations.
4. Supervise teachers and assistants.
5. Ensure that EHS Staff provide a conducive learning environment for children.
6. Assist with the development and implementation of an appropriate curriculum.
7. Assist the EHS Early Childhood Development Manager with the licensing process.
8. Maintain appropriate and updated records for all staff.
9. Assist with the monitoring and implementation of screens and the Galileo Assessment at the center level. Assist with the administration of screens.
10. Monitor the regular, portfolio and secondary files for children.
11. Monitor the implementation of Early Literacy activities in the classroom.
12. Set up and monitor EHS Teacher Home Visits and Staff/Parent Conferences.
13. Recruit volunteers and substitutes.
14. Assist in the classroom as deemed necessary.
15. Responsible for holding staff meetings.
16. Assist with the purchasing of classroom supplies and educational toys.
17. Assist with the coordination of services for children.
18. Assist the EHS Family & health services Worker in working with families when necessary.
19. Other duties as deemed necessary.

DESIRABLE SKILLS AND QUALIFICATIONS

1. Ability to organize and plan.
2. Possess good supervisory skills.
3. Ability to communicate effectively with staff.
4. Considerable knowledge of child growth and development in infants and toddlers.
5. Ability to accept supervision.
6. Have means of transportation.
7. Ability to delegate responsibilities to other staff.
8. Ability to exercise good judgment in making decisions in situations.

EDUCATION AND EXPERIENCE

Bachelors Degree in Early Childhood Education, or an Associate Degree in Early Childhood Education with course work in infants and toddlers and Admin. I and II