

Education Supervisor

Imagine working for an organization where laughing every day is part of your job. Imagine coming to work and teaching an engaging audience. Imagine working within collaborative high performing professionals who will encourage your success. Imagine not having to compete with cell phones. If you can imagine all of this and more, consider applying for an opportunity with Berkshire County Head Start.

Berkshire County Head Start is seeking candidates for the position of Education Supervisor. Our position reports to the Compliance Manager. We are a highly collaborative and quality organization focused on the development of children and staff and families utilizing a strength-based approach. We have six locations across Berkshire County.

This is an opportunity to assist in the implementation and communication of a sound program mission, philosophy, policies, and procedures according to national standards and current best practices.

Key Responsibilities include:

- Oversees, observes and monitors teacher performance in classroom settings to provide coaching, mentoring and feedback in support of organizational goals and objectives programs relative to TS GOLD data submitted by classrooms, the Office of Head Start, Massachusetts EEC, ERSEA and NAEYC.
- Leads in the development of teachers professionally ensuring all staff are trained and implementing best practices in accordance with standards of performance and when needed corrective action
- Oversees the development of curriculum plans in accordance with Head Start Early Learning Framework, Guidelines for Preschool Learning Experiences, and Massachusetts Common Core Frameworks
- Works with members of the Education Department to update the Education Program Plan, School Readiness Goals, and provide recommendation for program policies.
- Supports the implementation of program policies and procedures to maintain a culturally responsive environment that is respectful and inclusive of all families.
- Maintains staff and child confidentiality policies and practices.
- Ensures all documents, manuals, forms, and communications, etc. meet program needs and modifies them accordingly to align with program objectives.
- As needed, participates in community meetings to share program information and to develop collaborative relationships that support teaching and learning.
- Helps ensure that the staffing structure supports the program's mission and goals by maintaining an adequate number of qualified staff members who meet position requirements; serves on interview committee for new staff and evaluating in-house transfers.
- Documents orientations according to BCHS policies.
- Conducts regular one-on-one meetings with team members to ensure performance and behavioral expectations are clear. Provides feedback on performance and recommends professional development and/or training courses to increase individual and team capacity.
- Conducts regular meetings focused on continuous improvement, monitoring, and team-building.
- Conducts and/or coordinates training with direct reports and all appropriate staff as needed.
- Attends regular training and professional development events to maintain knowledge of all federal, state, local and funding source laws, regulations, rules, policies, and guidelines. Courses or training hours must qualify for continuing education units (CEU's) to obtain and/or

Requirements

Education

Bachelors' Degree from an *accredited institution in Early Childhood, Special Education, or a related field. Credit hours and coursework must align with requirements for Massachusetts EEC Teacher certification

Experience

Minimum of (4) years' experience as a teacher in a subsidized and/or Head Start early learning environment.

Preferred requirements

Master's degree in Early Education, current Massachusetts EEC Teacher or higher Certification; Completion of professional development in supervision/strategies for working and supporting adults

A combination of the following education and experience may be substituted for the requirements: Master's Degree and two (2) years of experience as a teacher in a subsidized and/or Head Start early learning environment.

**Listed in the US Department of Education's Database of Accredited Postsecondary Institutions and Programs*

Skills and Knowledge

- Demonstrated advanced knowledge and application of:
 - Massachusetts Guidelines for Preschool Learning Experiences
 - MA Common Core Standards
 - Head Start Early Learning Framework
 - QRIS
 - Strengthening Families Approach
- Proficient in Microsoft Office Word, Excel, and Outlook based upon current situations. Demonstrated skill in generating alternative solutions to problems.

Physical Requirements

Tasks involve highly active physical effort: must be able to twist, kneel, stoop, sit on the floor, bend, and sit at a child's eye level and safely lift up to 50 lbs. Tasks require dexterity in the use of fingers and limbs. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard. Must be able to participate and actively supervise children (walking, running, jumping, hopping, kneeling, and bending), as well as assist with the loading and unloading of buses (helping children buckle/unbuckle car seats, manage the stairs).

Must have a driver's license and reliable transportation to travel to different locations within our organization from time-to-time.

Sensory Requirement:

Some tasks require manual dexterity. Tasks require visual and hearing acuity. Tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

Berkshire County Head Start is an EEO employer.