

# JOB OPPORTUNITY

<b>Position</b>	<b>CHILD DEVELOPMENT CENTER SUPERVISOR</b>
<b>Department</b>	Head Start/Early Head Start
<b>Program</b>	Head Start
<b>Job Summary</b>	Supervise, plan, implement and direct the day-to-day operations of assigned child development center(s), home-based services, and staff to serve young children ages infants/toddlers (6 weeks – age 3) and preschoolers (ages 3-5), in accordance with state day care licensing regulations, federal performance standards and agency policies. Responsibilities include, but not limited to: Supervision of center staff; program compliance in all service delivery areas; conduct staff performance evaluations and behavior management, as applicable; maintain compliant records; guide center level staff recruitment activities to meet/maintain center enrollment; work with parents and staff to maintain compliant daily attendance of children; promote parent involvement and community engagement in the classrooms and center; report on volunteer and in-kind hours/donations and prepare other required reports; participate in training and workshops; perform other related duties as assigned/required.
<b>Requirements</b>	Minimum, four-year degree in early childhood education/social services or related field plus three (3) years' experience in child development center operations/management and staff supervision or equivalent combinations of experience and/or education; strong verbal, written and interpersonal skills; possession of a valid State of Ohio Driver's License and transportation, as position requires on-going/scheduled travel; computer literacy; Summit County residency; fingerprint and background checks conducted
<b>Pay Rate</b>	\$1,624.00 Bi-Weekly (\$20.30 per hour)/ Pay Grade 26
<b>Benefits</b>	Medical, Life, Dental, Prescription, Vision, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
<b>Classification/FLSA</b>	Regular, Full-time, Seasonal / Exempt
<b>POSTING DATES</b>	<b>10/16/2017 - CONTINUOUS UNTIL FILLED</b>
<b>Site Assignment:</b>	Head Start/Early Head Start centers are located throughout Summit County. Worksite assignments are based on program needs and subject to change at time of hire and during the course of employment.
<b>Send Resume/ Application to:</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 <b>Or</b> , E-mail resume to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a>

**NO PHONE CALLS.** Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit [www.ascainc.org](http://www.ascainc.org) EOE