

ABOUT MACON PROGRAM FOR PROGRESS

Macon Program for Progress is a Community Action Agency in Western North Carolina. For over 55 years. Macon Program for Progress has been an active community partner for low-income families in Macon County providing a 0 – 5 Head Start Program that includes NC-Pre K, Extended Day Childcare, Parents as Teachers and Pregnant Women Program. Head Start is a federally-funded childhood development program with a goal of increasing school readiness of young children by focusing on developmental domains.

POSITION OVERVIEW

The NH-1 Education Supervisor will supervise; assist in coordinating and implementing the education service area for Head Start program, Early Head Start program and transportation according to policies, procedures, and philosophy of Macon Program for Progress Board, Policy Council, North Carolina Licensing Regulations, and Head Start Performance Standards.

QUALIFICATIONS

- Bachelor's Degree from an accredited 4 year college or university in Early Childhood Education; or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.
- Ability to regularly stand, walk and sit in the floor.
- Excellent communication skills with adults and children.
- Proficiency with Microsoft Office programs including Word & Excel.
- Valid Driver's License or Commercial Driver's License (CDL) or willingness and ability to obtain license.
- CPR and First Aid Certification at hire or within the first 6 weeks of hire (training provided).
- Bi-Lingual, English/Spanish skills are beneficial.

RESPONSIBILITIES

- Performs the functions of this position with a strong understanding of the Head Start Performance Standards, program plans, Head Start Early Learning Outcomes Framework: Ages Birth to Five, childcare licensing requirements, and thorough knowledge and application of Developmentally Appropriate Practices.
- Provides daily, direct supervision of teaching staff and classroom assistants.
- Projects a positive and respectful attitude with the children, families and other staff.
- Facilitates open communication.
- Monitors curriculum implementation and fidelity. Provides support, feedback, and supervision to staff for continuous improvement in implementation of curricula.
- Supervises/monitors ongoing child assessments, including timely and regular assessment data entry, child portfolios, on-the-spot, and check point finalizations
- Obtains and maintains certification as a certified Pre-K CLASS observer. Conducts 3 CLASS observations per year to assigned classrooms. Mentors staff in assigned classrooms to support understanding, knowledge and techniques to improve CLASS interaction and scores
- Transportation
 - Determines bus routes and bus assignments based on where the children live utilizing web based information and direct route mapping. Reviews routes and placements for children and drivers/monitors assigned in timely manner before start

of new school year. Conducts on board bus monitoring and completes driver evaluations per Performance Standards.

BENEFITS & COMPENSATION

- Paid continuing education & training opportunities.
- Affordable Medical, Dental, & Vision insurance eligibility after 60 days.
- Life Insurance
- Supplemental insurance coverage options available; such as additional life insurance, cancer, accident, etc.
- Matching 401k retirement plan
- 11 paid Holidays
- Annual and Sick Leave Accruals

Macon Program for Progress is an Equal Opportunity Employer. In accordance with the Head Start mandate, COVID-19 vaccination is required, with religious and medical exemptions accepted as required by law.