

## JOB VACANCY

**POSITION:** Head Start Center Supervisor  
**LOCATION:** Brightpoint Head Start –  
**HOURS:** 7:30 – 5:00 Monday – Friday  
**STARTING SALARY RANGE:** \$16.46 – 20.54/hour (\$34,236 – 42,723)

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### Job Summary

The Head Start Center Supervisor is responsible for managing, organizing, executing, facilitating, and directing the necessary functions of an individual Brightpoint Head Start site. The position is responsible for assuring the implementation of quality early childhood programming and family engagement within the Head Start site. Supervises all site staff with the exception of Family Advocates assigned to that site.

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### ESSENTIAL FUNCTIONS

1. Responsible for monitoring and implementing Head Start Performance Standards, NAEYC criteria, Licensing requirements, policies, procedures and guidelines in the day-to-day operation of the Head Start Center
  2. Must work collaboratively with the Head Start Education Manager
  3. Responsible for ensuring that there is a quality Early Childhood Education program at the assigned site
  4. Assure Active Supervision of children at assigned site
  5. Perform the duties of a Teacher at a single classroom site
  6. Responsible for the monitoring of Head Start classrooms
  7. Must work with landlord at each site to ensure a harmonious relationship in the best interest of the Head Start program
  8. Ensure that assigned site is maintained properly; classrooms are clean and orderly, equipment and supplies are monitored, and the facility is safe for staff and children
  9. Responsible for monitoring and ensuring appropriate in-kind at the site
  10. Assist in site recruitment efforts; assuring full enrollment
  11. Ensure classrooms demonstrate the adult behavior indicators as outlined in CLASS, scoring at or above the benchmark of Emotional Support (6), Classroom Organization (5), and Instructional Support (3)
  12. Ensure that confidentiality is respected and maintained at all times
  13. Implement Brightpoint Values at all times.
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### SKILLS AND QUALIFICATIONS:

#### ELIGIBILITY REQUIREMENTS

1. Minimum of an Associate Degree in Early Childhood Education or equivalent. A Bachelor's Degree in Early Childhood Education or equivalent preferred and 9 credits in administration, leadership, or management preferred.
  2. Three years' experience in the early childhood profession
  3. Two years' experience in an administrative/supervisory position preferred
  4. Experience with accreditation and Indiana State Licensing attainment
  5. Strong oral and written communication skills
  6. Exhibit strong organizational skills
  7. Attention to detail with ability to perform assignments efficiently and accurately
  8. Must become CPR/FA certified within twelve (12) months of employment
  9. Proficiency in Microsoft Office, Basic computer and mathematics skills.
  10. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL & EXTERNAL POSTING: FROM – May 26 – June 18**

**APPROXIMATE DATE FOR POSITION TO BEGIN: immediatly**

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### **FOR FURTHER INFORMATION,**

CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN  
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY OR VIA THE INTERNET AT  
[brightpointthr@mybrightpoint.org](mailto:brightpointthr@mybrightpoint.org).