

JOB VACANCY

POSITION: ASSISTANT CENTER SUPERVISOR
LOCATION: ALLEN COUNTY (Abundant Life Site)
HOURS: full time (40 hours/week)
SALARY RANGE: \$14.44 – 16.87/hour

Job Summary

The Head Start Assistant Center Supervisor is responsible for assisting the Center Supervisor in 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.

1. Responsible for assisting in monitoring the implementation of Head Start Performance Standards, NAEYC criteria, Licensing requirements, policies, procedures and guidelines in the day-to-day operation of the Head Start Program
 2. Responsible for ensuring that there is a quality Early Childhood Education program at the assigned site
 3. Assist the Center Supervisor with screening and assuring the completion of child assessment information
 4. Mentor Food Service Staff to assure food service and kitchen requirements are consistent and thoroughly complete
 5. Inventory and order maintenance and food service supplies
-

SKILLS AND QUALIFICATIONS

1. Minimum of an Associate Degree in Early Childhood Education (or equivalent)
 2. Two years' experience in the early childhood profession
 3. Experience in an administrative/supervisory position preferred
 4. Must have a valid Indiana driver's license and access to own transportation. Must maintain minimums of \$100,000/\$300,000 on auto insurance.
-

DATES FOR INTERNAL POSTING:

DATES FOR INTERNAL POSTING: October 6– until filled

APPROXIMATE DATE FOR POSITION: Immediately

FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 213
APPLICATIONS ACCEPTED – 227 EAST WASHINGTON BLVD., FORT WAYNE, IN
8:30 A.M. – 5:30 P.M., MONDAY – THURSDAY, OR 9:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT mybrightpoint.org

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.