

Trumbull Community Action Program Employment Posting

Job Title:	Center Supervisor	Job Category:	Full-time
Department/Group:	Trumbull Community Action Program	Supervision:	Education Manager
Location:	1230 Palmyra Rd. SW Warren, Ohio	Travel Required:	Some
Level/Salary Range:	Salary	Position Type:	Full-time/school year
Work Schedule:	40 Hours a week	Date Posted:	May 22,2019
Will Train Applicant(s):	Yes	Posting Expires:	June 14, 2019

Applications Accepted By:

CONTACT:

Please send letter of interest to:
theller@tcaphelps.org

Subject Line: Center Supervisor

MAIL:

Toni Heller
1230 Palmyra Road SW
Warren, Ohio 44485

Job Description

ROLE AND RESPONSIBILITIES

- Manage Classroom staff
- Collect and analyze data
- Monthly Reports to Educational Manager
- Sub in classrooms if necessary

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree in Early Childhood Education or related field
- Be knowledgeable of Head Start Performance Standards, Day Care Licensing Rules and Regulations
- Must have a good attitude and attendance
- Be able to lift up to 50lbs

PREFERRED SKILLS

A minimum of 2 years Head Start experience, supervisory skills a plus, excellent computer skills, ability to multitask,

ADDITIONAL NOTES

Please bring resume with you to the interview.