

# Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: \*

11/13/2018

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Name of Agency/Program: \*

Oakland Family Services/Early Childhood Education (GSRP)

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City: \*

Pontiac

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Position/Job Title: \*

Early Childhood Education Supervisor

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## Job Description: \*

### MANAGEMENT POSITION

#### About Oakland Family Services

Oakland Family Services is a private, not-for-profit, human services organization that provides programs from four offices and within our community located throughout Oakland County. As a leader in child and family-focused services, Oakland Family Services reaches more than 35,000 individuals and 18,000 families each year. We offer a warm and engaging work environment and the opportunity to work with dedicated professional colleagues. In addition to excellent benefits, we offer flexible work schedules, advancement opportunities, work-life balance initiatives and more. Join our team and make a difference. Join us in our mission to build brighter futures for those we serve, while building your OWN brighter professional future.

#### Position Responsibilities

The Early Childhood Education Supervisor is responsible for the daily management of the Children's Learning Center and Great Start Readiness Program (GSRP) located at either the Walled Lake or Pontiac location. The Early Childhood Education Supervisor is responsible for implementing and supervising of the all program components, including (but not limited to): childcare services, preschool programming, volunteer participation and professional development. The Early Childhood Education Supervisor reports to the Director of Early Childhood Services.

#### Specific Duties/Job Expectations

##### Program Management

- Provides program direction to assure that state licensing requirements and standards promulgated by our accreditors, the Department of Health and Human Services, the Oakland County Health Department, Oakland Intermediate School District, and the Michigan Department of Education are met and that contractual obligations are fulfilled.
- Shares in maintaining acceptable standards for quality of service provision within the limits of sound professional practice.
- Delegates and shares responsibility for developing programs and preparing program proposals for the Early Childhood Education programs.
- Maintains mechanisms to measure desired outcomes of service.
- In conjunction with the Director of Early Childhood Services, develops and monitors Early Childhood program budgets and ensures that programs spending stays within budget parameters.

##### Personnel Administration

- In collaboration with the Director of Early Childhood Services, participates in hiring new staff, disciplining of current staff, assignment of staff and release of staff.

- Supervises and plans team and individual supervision of all personnel at either the Pontiac or Walled Lake Children's Learning Center.
- In collaboration with the Director of Early Childhood Services, provides and facilitates support for regular, on-going staff development and training activities on early childhood, developmental delays, parent education, etc.

#### General Administration

- Supports and ensures compliance with Agency policies and procedures.
- In collaboration with the Director of Early Childhood Services, evaluates service and service delivery methods.
- Other duties as assigned.

#### Community Relations

- Represents the Agency in the community by participation in seminars, workshops, committees, and other arenas relevant to the field of Early Childhood Education.
- Promotes the Agency position and programs to various related interest groups in the community.

#### Qualifications

- Bachelor's Degree in Early Childhood Education and/or Child Development. Master's Degree preferred.
- Minimum of two years teaching experience.
- Minimum of two years administering the utilization of the High/Scope Approach.
- Minimum of two years in a leadership position.
- Skills in organization and management of materials and resources.
- Excellent communication skills that focus on positive and professional communication with children, parents and staff members.
- Ability and skills in the team approach to planning and problem solving.
- Utilization of positive management techniques in program operation.
- Other relevant qualifications that support positive performance in the position.
- Must show sensitivity to the needs of a culturally diverse staff and client population.
- Ability to accept supervisory direction and to work independently on assigned tasks.
- Skill in office procedures, data entry and human services.
- Special abilities and skills that are necessary to perform the required tasks and that best meet the needs of the Agency also will be considered. Any standard above may be waived when compensating specifications or circumstances.

#### To Apply

To apply for this position, please visit our Career Center on our website at:  
[www.oaklandfamilyservices.org](http://www.oaklandfamilyservices.org)

Oakland Family Services is an Equal Opportunity Employer

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Applicants Reply to:

[www.oaklandfamilyservices.org](http://www.oaklandfamilyservices.org)

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