

JOB POSTING

Job# CC-130-16BR

Job Title: Senior Site Supervisor
Pay Grade: Exempt, Grade 16
Location: Broadway Center, Joliet Illinois 60436
Reports to: Assistant Division Director
Work Hours: Monday – Friday, Full Time

General Responsibilities:

The Senior Site Supervisor is responsible for coordination and implementation of the three program areas of the Head Start Program: Early Childhood Development and Health Services, Family and Community Partnerships Engagement, and Program Design and Management. Other responsibilities include day-to-day operations including supervision of approximately twenty personnel assigned to the site and monitoring of facility, ensuring that State Licensing and Program Regulations are met. It is the expectation that programmatic recruitment takes place throughout the community as specified and designated during the week and some weekends.

Qualifications:

1. Master's Degree in Early Childhood Education or related field with 36 hours of Child Development. All degrees must come from a regionally accredited educational institution which has U.S. Department of Education approval.
2. Ability to apply professional expertise to the needs of children, parents, and staff.
3. Excellent oral, written, and organizational skills.
4. Ability to work independently and to accept increased levels of responsibility.
5. CLASS Reliability within 1 year of employment.

Generous Benefit package which includes –

- Blue Cross Blue Shield PPO medical and Dental. VSP for vision.
- Personal Time and Vacation Time
- Flexible Spending Account (elective)
- Short Term Disability (elective)
- 403B
- Life Insurance and Long Term Disability (paid by Catholic Charities)

Salary range: \$46,342 - \$55,000 bi-weekly

Qualified applicants are encouraged to apply on-line with a cover letter and resume at: WWW.CATHOLICCHARITIESJOLIET.ORG

- Click on Employment (upper right hand corner)
- Search for the opportunities by location or job code –
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NO PHONE CALLS PLEASE