

RIVERBEND HEAD START & FAMILY SERVICES - CENTER SUPERVISOR II

EDUCATION AND/OR EXPERIENCE:

Supervisory experience preferred. Proven ability to provide strategic planning, leadership and management. Proficiency in developing and establishing short and long-range goals and the skills to create and implement strategies and plans to meet those goals. Bachelor's Degree in Early Childhood Education or related field and three years classroom experience with preschool children required. Valid driver's license and reliable means of transportation required.

This position is responsible for the leadership and administration of all Head Start services at their assigned Center and requires the supervision of designated staff. Work is performed under the direction of the Center Operations Coordinator, with the Center Supervisor functioning as a member of the Agency's program management team. Interpersonal characteristics include caring about direct reports and the children and family we serve, possessing and utilizing respect, courtesy, cooperation and confidentiality at all times and ensure their direct reports adhere to these as well, exhibiting dedication to meeting the expectations and requirements of internal and external customers, managing diversity within their Center, maintaining the integrity and trust of staff and enrolled families, exhibits empathy and maintains composure during difficult situations.

SKILL BASED COMPETENCIES AND PERFORMANCE OUTCOMES:

Displays genuine interest in the lives of their direct reports, monitors their workloads and shows appreciation for extra effort,

Adheres to an appropriate and effective set of values and beliefs and acts in line with those values by practicing them,

Establish and maintain effective relationships with staff, enrolled children and families thereby gaining their trust and respect,

Manages all types and classes of people equitably and supports the equal and fair treatment and opportunity for all,

Communicates in a direct, truthful, appropriate and helpful manner while keeping confidences, admitting mistakes and being careful to not misrepresent themselves,

Demonstrates empathy and genuinely cares about people by being available and ready to help others,

Maintains a calm disposition when under pressure, does not become defensive or irritated during difficult and unexpected situations, effectively handles stress and is a settling influence in a crisis.

Qualified candidates should submit their resume to: Riverbend Head Start & Family Services
Attn.: Lori Bostick, HR Director
550 Landmarks Blvd.
Alton, IL 62002
Lbostick@riverbendfamilies.org