



## Kalamazoo County Area Schools Employment Consortium

## Employment Application

Openings as of 6/9/2015***Head Start Site Center Supervisor***

JobID: 2764

**Position Type:**

Professional Support Services/Coordinator

**Closing Date:**

06/22/2015

**Date Posted:**

6/9/2015

**Location:**

KRESA/Head Start

**Division:**

Head Start

**Position Type:**

Full-time, 10-Month

**Responsibilities:**

Supervise Head Start assigned site operations and staff to ensure quality comprehensive service delivery to target community population. Assist Head Start Administrator and Operations Coordinator in developing site goals and objectives; coordinate with key management and Policy Council to develop program policies and procedures. Coordinate and supervise the collaboration between teachers, teacher aides, family advocates and site volunteers to maximize the effectiveness of positive outcomes for participating children and families. Ensure communication with Head Start Administrator, KRESA, bureau and department staff, external department and agency contacts, and program parents; contact/liaison to Head Start Policy Council. Supervise and evaluate instruction provided by assigned site staff. With Head Start Administrator, develop site budget plan and monitor site expenditures and revenue. Initiate and/or guide positive system changes and training practices for assigned site. Serve as Site Liaison for designated programs. Coordinate site staff professional development and bi-weekly in-services. Support proposals for grants and administer grants including funding. Follow laws, rules and regulations to support students, parents and staff.

**Qualifications:**

Bachelor degree in early childhood education, child development, special education, or related; five years experience in an educational environment, including two years experience managing a multidisciplinary team in a large-scale educational or child development program (or comparable combination of experience, education and training). Expertise in teaching skills and a demonstrated ability to coach high level teaching skills. Experience supervising personnel. Strong written and verbal communication skills and basic computing skills including word processing, spreadsheets, database and internet access. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

**Preferred Skills:**

Preference given to candidates with Master degree in early childhood development, educational leadership, or public administration; Head Start experience. Experience with grant funding administration. Early Childhood endorsement (ZA or ZS). Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

***Apply online at [www.kresa.org/jobs](http://www.kresa.org/jobs)***

**Kalamazoo RESA is an Equal Opportunity Employer/Program.**

**Auxiliary aids and services are available upon request to individuals.**

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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