

# CENTER EDUCATOR – KING CENTER

Posted October 19, 2022

## JOB SUMMARY

**Supervisor:** Early/Head Start Director

Coordinates classroom staff, activities and services in center with assistance of Center/Health Assistant. As Educator, implements ACHR philosophy and agency-approved curriculum. Contributes planning and presentation of workshops, guides classroom staff towards professional growth, and supervises/evaluates classroom personnel and Center/Health Assistant.

Does CLASS observations and provides feedback as scheduled. Contributes to planning and presentations at teacher meetings and workshops, guides classroom staff toward professional growth, and supervises/evaluates classroom personnel, Center/Health Assistant, and others as requested.

Works as part of the Education team to ensure the smooth functioning and coordination of Education services within the HS/EHS program and ACHR.

## HOURS

Typically 7:45 to 4:45 with an hour for lunch with flexibility in hours worked.

## KEY QUALIFICATIONS

Bachelors or Master's degree in family and child development or early childhood education; five years of child development experience. Experience in supervision, (organization, evaluation, training, etc.) and able to accept supervision.

Must be able to read & write at a level to accurately and easily perform all tasks as listed in job description. Must be able to read large amounts of material and follow the procedures contained therein and to accurately and consistently follow either oral or written instructions as well as see that staff does the same. Must be able to write detailed and clear documents such as observation feedback, coaching goals, memos, and weekly reports.

Must have or rapidly learn good computer skills to enter child data into the ChildPlus system, assist teachers with COR Advantage and effectively use programs such as Excel, Word, and PowerPoint.

Must have the good health needed to work with and around active preschool children, including the ability to lift children (up to 45 lbs.), bend, stoop, stretch, squat, push or pull (carts), walk (up & down halls multiple times/day), and run (to catch a child ); must have a satisfactory physical report on the form required by the Department of Human Resources (and renew every four years). When needed to cover a classroom or help with a child with difficult behavior, must be physically able to supervise children by sight and sound at all times whether in the classroom, the hall or on the playground and be able to see and hear emergency signals.

Must be able to develop an understanding of ACHR goals, philosophy, policies, and procedures and act on them.

Must be able to work flexible hours, sometimes on short notice, including occasional evenings, Saturdays and/or occasional out of town travel to training or meetings as scheduled

**IF INTERESTED APPLY BY 5:00 PM WEDNESDAY Oct. 26, 2022, email a letter of interest and qualifications (resume) to [shatavia.holmes@achr.com](mailto:shatavia.holmes@achr.com) and to [tina.evans@achr.com](mailto:tina.evans@achr.com). EOE**