

## Head Start/Early Head Start Operations Supervisor

SHORE UP! is seeking a Head Start/Early Head Start Operations Supervisor responsible for overseeing the smooth and efficient operation of Early Head Start/Head Start centers. This individual will ensure that active supervision and the health/safety of the children are at the forefront of center operations. They will also meet the needs of children, parents and the community. Other responsibilities include:

- Supporting the planning and implementation of a comprehensive child development program that meets the Head Start Performance Standards and the Maryland State Department of Education's Office of Child Care licensing regulations.
- Ensuring Standards of Conduct are adhered to within Early Head Start/Head Start center operations
- Monitoring Early Head Start/Head Start centers to ensure active supervision.
- Overseeing the financial aspects of center operations regarding expenditures and purchase approvals.
- Assist in developing the financial budget regarding facilities, equipment, materials, repairs and maintenance.
- Attending Policy Council meetings while assisting in collaborative partnership building with parents.

The ideal candidate has a Bachelor's Degree in Early Childhood Education, Child Development or a related field, plus a minimum of 5 years of related experience that includes prior supervisory experience.

Interested applicants should provide an updated resume or employment application to [humanresources@shoreup.org](mailto:humanresources@shoreup.org)