



Engaging communities. Empowering individuals.

**Action Pathways, Inc.**  
**Job Vacancy Announcement**

Title	Type	Date Opened
On Site Supervisor	Full Time/Non Exempt	09/06/2018
Department/Location	Entry	Date Closed
Head Start	*\$17.24 per hr.	Open Until Filled

**\*Pay revised 09/06/2018**

**Required Education and Experience:**

Bachelor's Degree in Early Childhood Education with Birth-Kindergarten SPlI license and 4 years experience, 2 years supervisory experience, and a Level III Administration Credential; or equivalent combination of education and experience.

**Conditions of Employment:**

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver's license with an acceptable driving record and proof of insurance. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**General Duties & Responsibilities:**

Directs activities of multiple child development facilities to ensure all standards are met and assigned centers maintain highest Day Care Star Rating licensing standards.

- Confers with teaching staff to plan and implement curriculum. Monitors classrooms.
- Provides orientation for new staff. Provides pre-service, in-service and external training. Assists staff in setting and obtaining career goals.
- Evaluates teaching techniques, recommends changes for improvement; evaluates performance Confers with staff regarding child's behavior or learning problems, and makes recommendations.
- Coordinates with service area staff to ensure children and families receive integrated services.
- Ensures required adult/child ratio is maintained at all times. Recruits and trains substitutes.
- Informs parents of facility activities, policies and enrollment procedures.
- Monitors and evaluates classroom activities to ensure compliance with standards, state and local regulations; Prepares reports as directed.
- Reviews and evaluates facility activities to ensure conformance to state and local regulations.

**Knowledge:**

Applicant must be able to:

- Read and comprehend documents; write routine reports and correspondence.
- Manage difficult or emotional customer situations.

Applicant must have:

- Early Childhood Credential, Level III Admin. Credential, Food Handler's License.
- Annual physical and TB test indicating negative results.
- CPR and First Aid Certifications, driver's license and own vehicle.

**How to Apply:**

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <http://actionpathways.ngo/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Human Resource Department.

**"An Equal Opportunity Employer"**  
**Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.**