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**TITLE:** Education/Site Supervisor  
**CLASSIFICATION:** Exempt  
**REPORTS TO:** Education Manager  
**DEPARTMENT:** Education

**LOCATION:** Hoboken, NJ  
**EMPLOYMENT STATUS:** Full Time  
**PROGRAM:** Early Childhood, PK  
**SALARY RANGE:** TBD

**ESSENTIAL FUNCTIONS:**

- Facilitate and monitor the daily operations and delivery of services of the assigned site(s) and site management through daily examinations of program functions, system procedures, policies, personnel issues, parent interactions and day to day tasks.
- Provide training, support and supervision to assigned subordinates including the ongoing monitoring and evaluation of their duties and performance and performance management, inclusive conducting disciplinary action meetings as needed and enforcement of policies & procedures.
- Understand and implement program's School Readiness Plan, inclusive of activities to support the Parent, Family & Community Engagement goals and outcomes.
- Orient, supervise, plan, coordinate, provide daily coverage for and monitor activities of Education staff in the areas of: successful curriculum implementation and child outcomes and providing mentoring and coaching particularly to new staff and those seeking a credential.
- Review lesson plans for compliance with procedures and all performance and curriculum standards and conduct classroom and Teacher observations.
- Ensure that all developmental screenings and assessments are administered and follow up plans are implemented.
- Complete classroom environmental and pedagogy practices observations and evaluations in designated Pre-K or Infant/Toddler Program within the established time lines.
- Review and monitor individual child records and documentation, as needed, to assure services meet the requirements and are comprehensive, appropriate and delivered within the established time lines.
- Support classroom environment to foster various Head Start initiatives including but not limited to: Literacy, Math and Science, Home Language Maintenance and Parent Involvement.
- Participation in meetings, Professional Learning Communities and Professional Development as required by designated program.
- Collaborate with all district personnel and content area Supervisors/Specialists on a regular basis to ensure successful program services.
- Perform any other duties as assigned in support of agency and program needs and operations.

**MINIMUM REQUIREMENTS:** (Must be fully met in order to qualify for position)

- Bachelors in Education or Early Childhood
- 2-3 years' experience working and supervising in a Pre-K or Infant/Toddler setting.
- Pre-K Supervisor: must have license to teach in the State of NJ with a Preschool through Third Grade or Nursery through Eighth Grade Certification.

**ADDITIONAL PREFERRED QUALIFICATIONS:** (Optional, used to determine best match in candidates)

- Masters in Early Childhood Education or related field
- Experience with Head Start, Abbott Program and NAEYC standards and supervisory experience.

Submit resume to [hr@hopes.org](mailto:hr@hopes.org)

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