

JOB OPPORTUNITY

Position Title: [Assistant Site Supervisor](#)

Location(s): [Thompson](#)

Salary Grade: [G-6, \\$13.35 - \\$20.56](#)

Vacancies: [1](#)

Work Hours: [8:00 am – 5:00. pm](#)

Work Year: [9 months](#)

Job Summary

This position is responsible for assisting with the general and day-to-day operations of the Thomson Head Start/Early Head Start center, covering multiple classrooms, assuring regulatory and legal compliance with federal, state and local regulations, communicating with parents and the community and supervision and monitoring of all staff working at the assigned center(s). The position may be reassigned to various centers as deemed necessary for program operations

- Responsible for the operation and maintenance of a safe, clean, healthy, and productive work environment, including both indoor and outdoor facility.
- Ensure compliance with Head Start Performance Standards, federal and state regulation, and MSDH Licensing requirements.
- Supervise center staff and ensure the completion of performance evaluations, goal setting and professional development.
- Maintain record keeping and reporting systems to ensure accurate information, with timely completion and follow-up. Develops and monitors center and staff schedules.
- Arranges and schedules substitutes for the center classrooms.
- Assists in establishing and fostering a team approach and coordination of services and the sharing of resources among centers within the overall program.
- Responsible for monthly safety checks, fire drills and safety meetings as well as updating of the Safety Log.
- Investigates any child or staff incidents, assuring all forms are complete and notifying the appropriate authorities and/or supervisor.

Qualifications:

- A Bachelor's Degree in Early Childhood Education.
- Working knowledge of the behaviors and developmental stages of pre-school children, typically gained by working one year or more in a school or preschool setting.

License Requirements: Current driver's license with safe driving record

Resume / Application Closing Date: until filled

Please Submit Cover Letter, Resume and AJFC Application To:

Zadier Thomas, Human Resources Director
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