



**Now hiring**

## Site supervisor

DEPARTMENT: Early Childhood Program  
PAY RANGE: RH1/L3

START DATE: December 2018  
HOURS PER WEEK: 40/hours – Full Year

### POSITION DESCRIPTION

The **Site Supervisor** facilitates effective teamwork at assigned sites through supervision and support of teaching staff. This position promotes a culture of collaboration, professional reflection and learning.

#### General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- **Must meet WCAP's background clearance requirements.**
- Valid Criminal Record History Check (CHRC) through DOE.

#### Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least two years of experience working with infants and toddlers and/or preschool aged children, preferably in a Head Start Program.
- At least two years of supervisory experience and strong supervisory skills.
- Knowledge of typical and atypical child development.
- Knowledge of local resources for families and the processes for accessing resources.
- Familiarity with disabilities services, including Child Development Services (CDS), and other community resources for supporting children with special needs.
- Familiarity with Head Start Standards, preferred.
- Ability to work cooperatively and as a supportive member of a dynamic and interdisciplinary team.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.

#### Education Requirements:

The following education requirements are considered essential:

- Bachelor's Degree in Early Childhood Special Education, Child Development or Early Child Education.  
**Bachelor's degrees in other fields will be considered on a case** by case basis.

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: [www.waldocap.org](http://www.waldocap.org). Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.