



Grand Point Early Learning Center

GROUP SUPERVISOR

Status: Full time
Reports To: Director

Qualifications & Requirements

- **Education (must have one of the following)**
 - Bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or human services.
 - Bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or human services AND 1 year of childcare experience.
 - Associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or human services AND 2 years of childcare experience.
 - Associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or human services AND 3 years of childcare experience
- Must be able to lift 25 pounds frequently.
- Must work and be present at the center a minimum of 30 hours a week.

Duties and Responsibilities

The Group Supervisor is responsible for the children within their care at Grand Point Early Learning Center. As part of this leadership role the responsibilities of the Group Supervisor include but are not limited to:

- Supervision of children at all times with sight and sound. Plan, prepare, implement, and supervise lesson plans which actively engage children and encourage social, cognitive, and emotional growth.
 - Supervise the daily operations, activities, arts, crafts, music, meals, snacks, play time, and nap time of the classroom.
 - Maintain proper hygiene and safety standards.



Grand Point Early Learning Center

- Develop a warm and nurturing relationship with the children and their parents. Provide a calm, pleasant, and interactive experience for children during meals, naptimes, and other activities.
- Lead by example and supervise teacher assistants, aides, and volunteers. Ensure all center policies and state regulations are met and maintained.
- Maintain accurate records and frequent communication with parents including progress reports, incident reports, and parent-teacher conferences.
- Understand and use positive behavior techniques.
- Make certain that all injuries, illnesses, parent complaints, and suspicions of abuse are handled appropriately and documented completely.
- Maintain a clean, safe, healthy, and attractive classroom environment according to the standards set forth by the director.
 - Supervise and or assist with daily cleaning procedures - including but not limited to - sweeping, mopping, vacuuming, dusting, and cleaning of bathrooms. Weekly cleaning of windows, walls, sterilizing of toys, mats, cleaning of outdoor area as needed.
- Assist the Director in any way needed for the successful operations of the childcare center and the needs of the children in its care.
- Maintain personal professional development plan to ensure continuous quality improvement.
 - Attend staff meetings, parent events, workshops, classes, and in-house trainings.