

Position Title

**Early Head Start Education and Training Supervisor**

Time & Salary

40 hour

Salary is based upon experience starting at \$20/hour.

Reports to

Early Head Start Program Director

Supervises

A multi-disciplinary team of part-time and full-time program staff

Purpose

Family Building Blocks is a private, nonprofit organization that works to break the intergenerational cycle of child abuse and neglect by providing services for high-risk families that have children six weeks to five years old. Our Early Head Start Program furthers our goal of building successful and resilient children, strengthening parents, and preserving families through comprehensive and integrated early childhood and family support services.

The Early Head Start Education & Training Supervisor is responsible for coordinating, supervising, and evaluating day-to-day activities and services associated with the educational component, including program improvements, staff training and facility and equipment needs; observing, guiding and problem-solving with educational staff; monitoring compliance with program performance standards.

Minimum Qualifications

- Bachelor degree with a concentration in early childhood development or related field, Masters preferred.
- Four or more years experience working with infants and toddlers.
- Three to five years supervisory experience in an early childhood, residential, community based, non-profit or healthcare facility.
- Thorough knowledge of infant and toddler development and best practices in the field of early childhood education.
- Working knowledge of reflective supervision techniques with adults.
- Ability and willingness to work flexibly and collaboratively as a team member.
- Must be organized, presentable, friendly and able to handle multiple interruptions.
- Must have excellent written and verbal communication and great multi-tasking skills.

Essential Job Responsibilities

- Provides oversight and guidance for staff in developing educational plan, developmental assessment, implementing the curriculum and providing a quality environment for infants and toddlers in accordance with program performance standards and best practices.
- Ability to analyze assessment data for trends, patterns of outcomes, progress and accomplishments.
- Facilitate the environmental assessments and informal teacher observations and evaluations and determine adjustments needed or training required.
- Must be knowledgeable in research based early childhood practices and ensure that curriculum and curriculum support materials align with program performance and best practice standards.
- Observe, guide and problem solve with education staff.
- Support staff in completing their professional development plan.
- Facilitate related education projects and other responsibilities as assigned.

Other

Bi-lingual Spanish, a plus.

Database management, a plus.

Must be able to lift up to 40 pounds.

Must have Oregon driver's license or ability to obtain Oregon driver's license.

All potential candidates must be able to pass a background check and drug test.

**Family Building Blocks offers the following benefits to full-time employees:**

- Employer paid medical
- Employer paid dental
- Employer paid life (including EAP)
- Sick leave – 8 hours per month
- Vacation leave – 10 hours per month
- Personal leave – 24 hours per year
- Bereavement leave – 24 hours (as defined in Employee Handbook)
- 401K program with discretionary employer contribution
- Salary differential for bi-lingual candidates.

**Position is opened until filled.**

**Interested applicants should forward an FBB application, resume and cover letter to:**

Family Building Blocks - EHS  
c/o Kelly Whitman, EHS Program Director  
[kwhitman@familybuildingblocks.org](mailto:kwhitman@familybuildingblocks.org)  
Phone: 503-566-2132  
Fax #: 503-566-2134  
[www.familybuildingblocks.org](http://www.familybuildingblocks.org)  
2425 Lancaster Drive NE  
Salem, Oregon 97305

**[FBB Application, PDF](#)**  
**[FBB Application, Word](#)**

**FBB EHS of Marion County is an Equal Opportunity Employer**