

Stepping Stones Children's Center, Inc.

2021

The Group Supervisor is responsible for developing a cohesive teaching team and developing the curriculum for the afternoon Kindergarten and After School Age Program. The Group Supervisor must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating program environment where children are actively engaged and encouraged to succeed. The Group Supervisor must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide assistants, and resolve parental concerns.

This Position Reports to the Program Site Director

### **Key Responsibilities**

- Plan and implement curricula activities and encourage participation by children.
- Actively engage in activities with the children.
- Manage availability of classroom materials, keeping them clean and in good order.
- Maintain daily communications with parents through informal discussions.
- Encourage self-help and good hygiene through behavior modeling.
- Follow all Stepping Stones policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Work with the center Site Director to create a cohesive learning environment for all children.

### **Additional Knowledge, Skills and Experience Required**

- Minimum of 2 years of professional experience working with children.
- Experience in program development and planning for children.
- High energy.
- Ability to work well with others.
- Ability to communicate well with staff, children and families
- An understanding of child development.
- CPR and First Aid certification.
- Must clear drug screening test.
- Must clear full background check.

### **Educational Requirements**

- Bachelor's Degree in Education or related field of study.

### **Employment Type**

Full Time

Benefits: Health, Dental, Vision, Tuition Discounts, Paid Time Off, Continuing Education Funds