



THE POWER OF CHANGE

Head Start & Early Head Start Assistant Site Supervisor

Department of Early Childhood Education Albany, NY

ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

RESPONSIBILITIES:

The Assistant Site Supervisor assists in providing vision, leadership and administration of the program within the early start sites. The Assistant Site Supervisor assists in directing and overseeing management functions to ensure quality programming for all customers, assists in overseeing day-to-day program management, operations & personnel at assigned sites, ensures center and education component compliance with all applicable program performance standards and OCFS regulations, assists in ensuring smooth operation of the center to provide a stable, nurturing, quality program for children & families, serves as a liaison between individuals/families and community agencies; responsible for developing and coordinating community resources and program services activities, and plans, organizes and implements program objectives in coordination with agency objectives.

QUALIFICATIONS:

A Baccalaureate or advanced degree in early childhood education Baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience is required. Also a minimum of four (4) years' experience working in the field of early childhood education of which at least two (2) years include supervisory experience, preferably of staff in an early childhood education setting. Knowledge of New York State OCFS regulations and Head Start performance standards highly desired. Bilingual or multilingual abilities are a plus. Possession of a valid driver license may be required.

BENEFITS:

Health, Dental, and Vision Insurance; Vacation, Sick, Personal Leave; Paid Holidays; Educational Assistance; 403(b)

HOURS/PAY:

Full time Monday through Friday; 40 hours per week; 52 weeks per year; \$18.28 Hourly, approximately \$38k annually with the potential for increase based on performance

APPLICATION PROCESS:

Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources
333 Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please

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We maintain a drug-free workplace and perform pre-employment
substance abuse testing**