

# Off-Campus Employment

*Job posted on 2014-03-21 by 00026579; posting expires on 2014-05-30*

**Employer:** NCWVCAA Head Start/Early Head Start Children Services

**Position:** Supervisor

**Job Description:**

NCWVCAA Head Start/Early Head Start Children Services Supervisor for Preston Co. with documented supervisory experience required to include: interviewing, hiring, termination, corrective action, performance appraisal, etc.

Ability to work under pressure and handle multiple tasks. Demonstrated ability to plan, train, evaluate, coordinate, organize, manage, and work without direct supervision. Typical work hours are Monday-Friday, 8:00 am-4:00pm. Evening/weekend hours and overnight travel as needed. Wage \$35,312.

**Qualifications:** Bachelor's Degree from accredited college/university in Human Development, Early Childhood Education, Social Work, Child Development or related field. Valid Driver's License, CIB, protective services record check, health assessment, and TB.

**Perferred Major(s):** Undecided or None;

**Application Instructions:** For application [www.ncwvcaa.org](http://www.ncwvcaa.org) or 304-363-2170 x 113 or 123 leave name, address, and phone number. Submit copy of resume and transcript with application.