The Bethlehem Area School District (BASD) is seeking a Supervisor for the district’s child care program. The program is currently located at 12 elementary schools within BASD and provides for before school and/or after school care at parent discretion. This is a full-time, 12-month Act 93 non-instructional supervisory position.

MAJOR QUALIFICATIONS:
- Bachelor’s Degree in Elementary Education/Early Childhood; Master’s preferred
- Minimum of five (5) years supervisory experience in child/day care operations
- Thorough knowledge of early childhood education and elementary growth and development
- Thorough background and knowledge of DHS/STARS compliance preferred
- Strong communication and interpersonal skills
- Fiscal management and budget experience
- Strong organizational and record keeping skills
- Computer skills in the areas of Excel, Word, Google Docs and Sheets required

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Directs daily childcare schedules and program planning including (but not limited to) curriculum, field trips, and special events
2. Prepares and maintains all required records, including reports concerning student enrollment, parent tuition payments, discipline issues, and staff payroll
3. Provides professional development and oversight of mandated reporting through Child Line
4. Implements necessary requirements for child care program licensing as established by the Pennsylvania Department of Human Services
5. Coordinates the interviewing of candidates and makes recommendations for employment
6. Observes and evaluates all staff in the childcare program
7. Ensures that all sites are fully staffed at ratio at all times and provides coverage at sites when needed
8. Performs other duties as directed by the Supervisor of Early Learning

Additional information regarding the child care program can be found at the following link: https://www.basdschools.org/childcare

Posting Date: May 1, 2020
Deadline Date: May 11, 2020

HOW TO APPLY:
Submit a cover letter and resume to: mduchesneau@basdschools.org

EQUAL RIGHTS AND OPPORTUNITIES POLICY
As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.