Human Resources
Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: EMPLOYMENT@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

SUPERVISOR - ECS

Division: Early Childhood
Department: Head Start
Supervisor: Manager - Education
FLSA Status: Exempt- Executive/Administrative

Job Mission:
Oversee the daily operations of assigned centers to assure quality educational experiences for all children of the Head Start Program and/or GSRP Program by observing, mentoring, and training staff in best practices and quality implementation of curriculum in accordance with all program requirements and regulations. Further, Supervisor - ECS is responsible for using his/her independent judgment and discretion with regard to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

Performance Standards:
1. Oversee the daily operations of assigned sites, including creating staff schedules, responding to staff and parent concerns, facilitating monthly staff meetings, mentoring and training staff, and monitoring lesson plans, observation records, screenings, etc. for quality and completion. Ensure classrooms have coverage and breaks during teaching staff absence.
2. Assure compliance with all agency and program requirements and regulations, such as maintaining active supervision in classrooms, retaining licensing documentation, organizing emergency drills, inspecting playgrounds, auditing files, and abiding by health and safety protocols.
3. Conduct and document classroom observations using the Classroom Assessment Scoring System (CLASS) and Program Quality Assessment (PQA) to ensure proper implementation of the High Scope curriculum, Head Start Performance Standards, Early Learning Outcomes Framework (ELOF), and State of Michigan licensing rules.
4. Supervise assigned staff of two or more teaching staff, monitor payroll, provide new staff orientation, and complete staff evaluations. Ensure home visits, conferences, and screenings are completed within the timeframe given for all assigned classrooms and provide monthly report to Manager - Education. Supervisor - ECS shall have hiring, firing, and disciplining responsibilities in concert with the Manager - Education
5. Carry out all other duties as assigned by supervisor.

Qualifications:
1. Bachelors of Arts/Science in Early Childhood Education/Child Development; or Bachelors or Arts/Science degree with equivalent coursework in Early Childhood Education; or related degree.
2. Three (3) years of experience working in Head Start and or GSRP.
3. Minimum one (1) year High Scope experienced required.
4. Must be able to meet physical demands of the job.
5. Valid Michigan Driver's License, valid automobile insurance, and reliable transportation to be used for job related travel are required.

Hours & Wage:
$1071.60 per week
40 hours per week, 52 weeks per year
Location: Oakland County

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

LHSA
A Community Action Agency

Job Title:	Supervisor - ECS

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	2	
Stand	2	
Walk	2	
Bend/Stoop	2	

Movements	Yes/No	Comments
Crawl	Yes	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	**26-50 lbs.**	

	Pounds	Comments
Weight Lifted	**26-50 lbs.**	

Date: Oct 21, 2026