

Employee Posting Opportunity

Date of Posting: May 19, 2026 – May 22, 2026

Position Title: Center Supervisor

Location: Collinsville

General Work Schedule: Full Time Days - Mon – Fri, Approximately 9.5 Months

Position Reports To: Center Operations Coordinator

Position Supervises: Lead Family Advocate, Teachers, Teacher Assistants, Food Service Worker, Program Aide

Education/Credentials/Experience:

Bachelor's degree in early childhood education or elementary education degree with an early childhood endorsement is required, Master's degree preferred. Illinois Network Childcare Resource and Referral Association (INCCRRA) ECE level 5 and Director's level 2, or they would be able to obtain the Director's level 2 within 10 months of employment. Direct management, development and supervisory experience working with multi-departmental operations in education and social services is preferred. Experience working with culturally diverse populations, including children who have experienced trauma and self-regulation concerns. Must be able to provide their own transportation to and from work and throughout the day.

This position is responsible for the leadership and administration of all Head Start services at their assigned Center and requires the supervision of designated staff. Work is performed under the direction of the Center Operations Director, with the Center Supervisor functioning as a member of the Agency's program management team. Interpersonal characteristics include caring about direct reports while holding them accountable for their position's duties and the children and family we serve, possessing and utilizing respect, courtesy, cooperation and confidentiality at all times and ensure their direct reports adhere to these as well, exhibiting dedication to meeting the expectations and requirements of internal and external customers, managing diversity within their Center, maintaining the integrity and trust of staff and enrolled families, exhibits empathy and maintains composure during difficult situations.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- The Center Supervisor is accountable to the following agencies and standards:
 - A. Illinois Network Childcare Resources and Referral Agency (INCCRA),
 - B. Illinois Department of Children and Family Services (DCFS) located under the Illinois Department of Childhood (IDEC),
 - C. Illinois State Board of Education (ISBE) located under (IDEC) and
 - D. Head Start Performance Standards
- The Center Supervisor works collaboratively with the Center Operations Coordinator to ensure all Agency services are implemented to the highest quality.

SKILL BASED COMPETENCIES AND PERFORMANCE OUTCOMES:

Ensure Accountability
Communicates Effectively
Decision Quality
Strategic Mindset

Collaborates
Manages Complexity
Situational Adaptability

Pay Range (minimum to midpoint): \$52,627.56 to \$61,949.71 Annually

Benefits: Available to full-time employees working 30 hours or more week

- Health insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)
- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability
- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

For more information, contact: Natasha Moore – HR Assistant/Recruiter at 618-463-8909

Instructions:

1. Read the requirements and summary of duties and responsibilities thoroughly. Ensure that your education, credentials and experience qualify you for the position.
2. In addition to the position's educational, credential and experiential requirements, it is preferred that you have been in your current position for at least three months and not be on progressive discipline.
3. If you meet the requirements for the position, you will need to complete an internal application form and forward that document along with your current resume to the HR Assistant/Recruiter.
4. If your internal application and resume are received after the end date of the posting, you will be screened along with any external applicants we have received.
5. We request that you inform your current Supervisor of your intent to apply for another position.