



JOB DESCRIPTION

SITE SUPERVISOR

Under the direct supervision of the early childhood assistant manager, the site supervisor shall be responsible to:

1. Implement at center level, the service area plans consistent with Performance Standards, legislation and regulations, and requirements of the funding source.
2. Provide direct supervision, guidance, leadership, coaching, technical assistance, and conduct timely performance reviews of teachers, center aides, cooks and assistant cooks. Indirectly provide guidance and technical assistance as needed to other center staff. (i.e. assistant teachers, classroom aides).
3. Engage in the promotion of staff development and continuous learning through training, observation, reflective supervision, and coaching.
4. Conduct regular center staff meetings for group planning, and problem solving. Ensure preparation of agenda and transcribing of meeting minutes.
5. Coordinates schedules of center staff to ensure required classroom coverage is maintained. Substitute in the classroom, when necessary.
6. Plan, organize and oversee implementation of a curriculum that is developmentally, culturally and linguistically appropriate.
7. In collaboration with center staff; coordinate the ordered arrangement, appearance, decor, and learning environment of the classroom and center. Including housekeeping, planning, and preparation of classroom.
8. Coordinate monthly case management meetings with center staff.
9. Prepare and submit all required reports by designated timelines. For example, petty cash/PAF and end of month reports.
10. Maintain records required by community care licensing.
11. Monitor, implement and ensure adherence to program confidentiality policy.
12. Review and analyze reports and records related to the operation and delivery of educational services.
13. In conjunction with center staff, coordinate orientation of parents to program philosophy, policies and procedures.
14. In coordination with family service staff, ensure Parent Committee is actively involved in center activities.
15. Plan and implement methods of establishing a positive liaison with parents, program staff and the community-at-large in collaboration with center staff.
16. Ensure the active participation and involvement of parents in the educational program planning process.
17. Attend all required meetings, training, pre-services, and in-services as required.
18. Conduct routine inspections of center facilities for health, safety, fire and occupancy compliance.

Site Supervisor

19. Facilitate conflict resolution and complaint procedure. Maintain appropriate documentation and keep early childhood assistant manager apprised of status.
20. Transport children in own vehicle when necessary.
21. When assisting with class coverage, contribute to a healthy and successful nutrition program by eating center prepared meals with the children.
22. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- Bachelor's degree with coursework equivalent to a major relating to early childhood education (ECE).
- Possession of a current state-awarded child development site supervisor permit. *(Must be renewed prior to expiration and maintained active as a condition of employment.)*
- Minimum of four (4) years' recent paid successful preschool teaching experience with at least two (2) years of staff supervision.

Preferred Criteria: Bilingual (English/Spanish) skills. Bachelor's or master's degree in Child Development, ECE or *related field.

**Related fields are defined as: Liberal arts, general education, psychology, sociology, home economics, nutrition, special education, or health education, and with coursework equivalent to a major in early childhood education. Required courses include child/human growth & development, child/family & community, programs/curriculum, and three units supervised field experience.*

Knowledge and Abilities: Ability to read, write and speak the English language fluently. Ability to write clearly, concisely, and descriptively. Knowledge of Windows environment and applications such as Word and Excel. Knowledge of adult learning strategies, early childhood development and developmentally appropriate curriculum, materials, learning environments, and teaching strategies. Ability to implement a developmental and culturally appropriate early childhood program. Ability to provide leadership and stability to center staff for program continuity. Ability to exercise sound judgment and initiative. Ability to establish and maintain cooperative and effective working relationships with staff, clients and other professionals. Sensitive to multicultural beliefs and practices and ability to relate to children/parents/community. Sensitive to the needs of low-income families. Ability to work with high-risk families and provide for necessary support. Ability to maintain the strictest confidentiality.

Physical Abilities Required: Ability to see at normal distance and hear normal conversations and sounds. Physical ability to bend, squat, sit on floor, skip, run, and climb stairs, as part of daily center activities. Use hands and fingers to fill out required forms on regular and NCR paper. Ability to safely lift or assist children weighing up to 40 pounds in emergency situations only. Ability to safely drive own or company vehicle.

License or Other Requirements: Must have access to a dependable auto with appropriate insurance coverage and equipped with seat belts and possess a valid California driver's license. Must hold or obtain Infant First Aid and CPR certificate and update as required. Must submit to a job-pertinent agency-paid pre-employment physical examination, negative tuberculosis test and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks. Periodic physical examinations and TB clearances will be required if hired. Mandated Reporter.

Other: A salary increase or pay decrease may be instituted should a site supervisor be transferred from a center with less than 40 children to a center with 40 or more children and vice versa.