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###### 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 and positive progressive intervention, as needed, of teachers and cooks. Indirectly provide guidance and technical assistance as needed to other center staff (i.e., assistant teachers, classroom aides, and assistant cooks).
3. Engage in the promotion of staff development and continuous learning through training, observation, reflective supervision, and direct coaching in the classroom.
4. Conduct regular center staff meetings for group planning, information sharing and problem solving. Ensure preparation of agenda and transcribing and dissemination of meeting minutes.
5. Coordinate schedules of center staff to ensure required classroom coverage is maintained, and substitute in the classroom when staff are absent and/or as needed.
6. Plan, organize and oversee implementation of a curriculum that is age, developmentally, and linguistically appropriate, and culturally diverse.
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.
10. Maintain all 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 meetings, pre-service, and other training as required.
18. Renew child development permit, CLASS reliability, CPR and First Aid certifications, and Mandated Reporter training when due.
19. Conduct routine inspections of center facilities for health, safety, fire, and occupancy compliance.
20. Facilitate conflict resolution and implement positive progressive intervention when necessary.
21. Maintain appropriate documentation and keep early childhood assistant manager apprised of status.
22. Transport children in own vehicle in case of disaster/emergency.
23. When assisting with class coverage, contribute to a healthy and successful nutrition program by eating center prepared meals with the children.
24. 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.

**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 PowerPoint. Knowledge of adult learning strategies, early childhood development and developmentally appropriate curriculum, materials, learning environments, and teaching strategies. Ability to implement a diverse, 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 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 and type on a computer. Ability to safely lift or assist children weighing up to 40 pounds in emergency situations only. Ability to safely drive own or company vehicle for business purposes.

**License or Other Requirements:** Must have access to a dependable auto with minimum legally required insurance coverage and possess a current 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 decrease may be instituted should a site supervisor be assigned to oversee a center with two classrooms and/or two centers or vice versa.