EARLY LEARNING SITE SUPERVISOR

Purpose Statement:

To plan, lead, implement, supervise staff, and participate in instructional activities for preschool children; to promote the development of cognitive, social, emotional, and motor skills; to assist in providing parent education and promoting parent involvement; and to perform a variety of duties relative to assigned areas of responsibility. This classified position requires some formal training in child development, first aid and CPR, health and safety rules and regulations.

Essential Functions

- Assure the environment meets all health and safety standards for the purpose of requirements by the Department of Social Services Care Licensing, the California Department of Education Child Development Division, federal guidelines and local requirements.
- Support enrollment of children for the purpose of ensuring eligibility criteria mandated by the state and federal programs and maintain individual children's files with required information
- Plan and implement a child nutrition program for the purpose of maintaining required documentation for submission of claims to the Child Care Food Program or the National School Lunch Program
- Schedule child care personnel for the purpose of conforming with legally required adult/child ratios
- Supervises child care activities and environment for the purposes of monitoring in accordance with requirements under state law
- Plan and conduct staff meetings to keep staff informed of program provisions, in-service training opportunities, and to solicit staff input about program plans
- Edit monthly newsletter to parents
- Provide parent education opportunities in the form of workshops, media presentations, newsletter articles, etc. as required and requested
- Address problems relating to parents and staff in timely manner
- Maintain and update health records of children to maintain compliance with state and federal regulations
- Maintain parent and staff T.B. clearance
- Plan and implement a staff development program, utilizing available community resources when available
- Attend meetings and conferences of professional organizations, which address preschool issues and concerns
- Order school supplies and equipment
- Select and preview materials for classroom use
- Network with outside agencies in order to provide for the social service needs of preschool families
- Provide constructive feedback and resources as necessary to increase staff effectiveness in curriculum presentation
- Model and maintain effective adult-child relationships and positive guidance techniques for children, parents, college students, staff and observers
- Implements all Center policies, procedures and guidelines
- Maintains a clean, safe, and healthy environment for the children

- Maintains the required forms and records as instructed
- Maintain confidentiality
- Maintain job required certifications and permits

- Other Job related duties as Assigned

Job Requirements & Skills

SKILLS/KNOWLEDGE

Work under limited supervision of other persons within the center-based preschool; required to satisfactorily perform the functions of the job which include planning activities that will enhance the cognitive, social-emotional and physical development of young children; maintain an orderly classroom through redirection and positive discipline; understand and carry out oral and written directions; establish and maintain cooperative working relationships; relate to children in a positive, authentic manner; relate to adults from varying socio-economic and cultural backgrounds; perform a variety of general office and classroom assistance duties; knowledge of early childhood development and the basic needs and requirements of children; must be able to effectively communicate in English both orally and in writing.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operates equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:
Prior successful experience interacting with preschool children within the past three years

Certificates & Licenses:
Site Supervisor Child Development Permit
CPR and Pediatric First Aid (EMSA) Certificate

Education:
AA (or 60 units) with 24 in Early Child Development plus 6 units administration plus 2 units adult supervision
OR Bachelor or higher with 12 units ECE plus 3 semester units of supervised field experience in ECE setting OR
Teaching or Administrative credential with 12 units of ECE plus 3 units of supervised field experience in ECE setting.

Clearances:
DOJ/FBI/Clearance
TB Clearance

Required Testing
Successful Completion of Pre-Employment Process

Supervision:
Coordinator of Early Learning

Additional Qualifications
Ability to travel to other sites/locations

Salary Grade:
Classified Salary Schedule Range 29

Continuing Education/ Training
Training attendance at workshops as appropriate

Work Year:
CLAS 4 Calendar