



# CommunityActionMarin

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## Child Development Program

**Job Title:** Site Supervisor

**Reports to:** Child Development Program Director

**Job Status:** Salaried / Non-Exempt

**Job Summary:** Under the supervision and direction of the Program Director, the Site Supervisor oversees all operations of one particular program site.

### Primary Responsibilities

#### Meeting State Program Requirements:

- \* Supervise timely completion of annual ECERS/SACERS/and or ITERS on each classroom
- \* Supervise completion of DRDP assessments twice annually or where appropriate for each child enrolled.
- \* Supervise timely completion of Parent Survey
- \* Supervise timely completion of 2 parent conferences annually
- \* Supervise timely ongoing creation of Child Portfolios
- \* Supervise and Implement systems for creating and maintaining regular written child observations
- \* Supervise and implement systems for teachers to create weekly written curriculum plans
- \* Organizes regular staff meetings
- \* Completes annual written evaluation of all staff

#### Curriculum and Best Practices:

- \* Supervise and implement a developmentally appropriate curriculum for each age group & classroom
- \* After receiving training, implements curriculum models such as CLASS, GLAD, Creative Curriculum, 2<sup>nd</sup> Language acquisition models, or others.
- \* Do ongoing observations and give regular feedback to staff regarding effectiveness of room arrangement, transitions, child/staff interactions, projects, circle time, schedules, staff/parent and staff/staff interactions or any other aspect of the daily schedule and routine.
- \* Oversees referrals of children for assessment and special services

#### Health, Safety, and Licensing Requirements:

- \* Supervises and documents regular emergency fire and earthquake drills
- \* Supervises site's maintenance and reports any site health and safety issues to administration.
- \* Maintains personnel and child files for licensing
- \* Reports all child injuries or incidents to Administration and to Licensing when appropriate
- \* Reports any unusual incident s involving parents or staff to Administration and Licensing when appropriate
- \* Reports suspected issues of child abuse or neglect to CPS and to Administration
- \* Monitors staff CPR/FIRST AIDE certifications and alerts Admin for need for training update

### **Program Administration:**

- \* Schedules and approves staff vacations, sick leave or other personal leave
- \* Responsible for daily staffing schedule
- \* Orders supplies and equipment
- \* Prepares bills/transmittals for site
- \* Receives and sorts mail; including regularly checking email for department communications.
- \* Responsible for supervising the completion of monthly attendance, meal count, sign in sheets, and absence sheets and providing them to Admin by the 5<sup>th</sup> of each month.
- \* Communicates Admin policies and information to staff
- \* Attends monthly site supervisor meetings
- \* In collaboration with Administration documents and implements staff disciplinary actions
- \* Completes paperwork requested by Administration in a timely manner
- \* Communicates with Admin on issues regarding enrollment and unusual absences.

### **Staff and Families:**

- \* Respond to staff questions or to issues staff have with parents, children, Administration or other staff.
- \* Delegate appropriate tasks and duties to staff
- \* Give direct feedback and coaching to staff regarding issues of job performance
- \* Oversee orientation for all new parents
- \* Plan for parent events and meetings
- \* Meet with parents regarding child referrals or other issues that arise.

### **Other:**

- \* Collaborates with community agencies around services for the program and shared interests,,
- \* Partner with local public schools to develop communication around shared issues and to align curriculum.
- \* Teach in the classroom if staffing is required
- \* Coordinate transportation to special services and from public school.
- \* Complete Other Tasks and Duties as Needed or Assigned

### **Qualifications**

- Must possess Associate Degree (or 60 units) with 24 units of Early Childhood Education or Child Development including core course plus 6 units of administration and 2 units of adult supervision.
- Maintain a positive attitude of cooperation, teamwork, flexibility and responsiveness.
- Be able to supervise multiple staff members
- Be patient and nurturing towards children
- Must be punctual and have regular attendance
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

### **Physical Requirements**

- Physical agility to lift and carry objects and/or children up to 50 lbs.
- Standing, sitting and walking intermittently.
- Ability to reach overhead; push, pull, raise and lower objects.
- Ability to bend, stoop, kneel, squat and twist.