

Family Resource and Referral Center Job Description

POSITION TITLE: SITE SUPERVISOR
REPORTS TO: CENTER DIRECTOR
DEPARTMENT: CSPP
SUPERVISES: Teachers/ Teacher Assistants
FLSA STATUS: Exempt
GRADE LEVEL: 6
PREPARED BY: HUMAN RESOURCES
PREPARED DATE: OCTOBER 2020

SUMMARY:

The Site Supervisor is responsible for the operations of the center, including compliance with regulations, and communications with the Community Care Licensing Division. The Site Supervisor shall be on the premises for the majority of the hours of operation and shall not accept outside employment that interferes with duties specified.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following reflects the organization's definition of essential functions for this job, but does not restrict the tasks that may be assigned. Duties and responsibilities of this job may be assigned or reassigned at any time due to reasonable accommodation or other reasons.

- Meet with teaching staff at least once monthly to gain information and give instructions, discuss problems and concerns, and review program progress.
- In collaboration with parents and teaching staff, ensure the planning and preparation for developmentally-appropriate practices for children designed to stimulate problem-solving skills, language acquisition, social development, group cooperation, self-esteem, cultural pride, independence, intellectual and physical development, aesthetic and sensory awareness, and awareness of feelings.
- Develop and maintain positive classroom environments that facilitate active learning, group management, self-expression, cultural sensitivity, and involvement of parents.
- Oversight of daily classroom activities which facilitate children's interactions with materials, other children, and adults; promote cognitive, social, physical and emotional growth; and integrate all component areas in the context of the children's experience.
- Maintain healthy and safe classrooms and play yard environments organized for child-initiated learning.
- Encourage and promote parental involvement in conduct of daily classroom activities, curriculum planning, program planning, and program decision making.
- Support staff provision of parent conferences, participating as necessary, to share and gain information on children's developmental progress, needs, and interests, and provide for other parent contacts on a variety of issues, including child's attendance.
- Provide for classroom, bathroom, and playground supervision of children ensuring that all children are in adult sight and reach at all times.
- Ensure daily greeting and health observations of children to ensure children are well and have no communicable diseases and to check for signs of abuse or neglect.
- Report suspicions of physical, sexual, and emotional abuse or neglect of children.
- Oversight of assessment of physical, social, emotional, and cognitive development and learning readiness of children using assigned tools, ensuring staff share results with parents, and, in concert with parents develop individualized program plans to meet each child's needs based on completed assessments.
- Ensure preparation and implementation of lesson plans, daily schedules, notations on daily observations of children (anecdotal notes), attendance reports, food services reports, and other documents and records.
- Monitor daily implementation of food service policies and procedures.
- Meet regularly with other staff to coordinate services to children and parents and to share information to promote integrated services.
- Attend training and other staff development activities.

- Integrate program philosophy and goals and integrate health services, nutrition, social services and parent involvement goals into the daily program activities.
- Seek out community resources to enhance the daily program operation.
- Assist in conducting parent education activities and facilitate parent understanding and skills in working with their child, helping parent to identify and reinforce learning activities in the home.
- Supervise and assess assigned staff and volunteers and conduct regular meetings with supervisees.

QUALIFICATIONS:

- Demonstrated knowledge of child growth and development and teaching strategies.
- Able to communicate verbally and in writing.
- Able to work with parents and possess group management skills, leadership skills, supervision skills, and observational skills.
- Respect for individual differences.
- Capable of working with a multidisciplinary team and with lay persons from a variety of ethnic, educational, and socioeconomic backgrounds.
- Able to communicate effectively with coworkers, supervisors, and customers.
- Able to transport children and work offsite; must have a valid California Driver’s License and must be insurable.
- Able to ambulate at a fast pace in the classroom and on the playground, as needed.
- Able to handle high-pressure situations and convey appropriate responses, emotionally and verbally.
- Able to multi-task and prioritize.
- Capacity to effectively analyze and interpret complex data.
- Able to develop and instruct training curriculum to agency staff.
- Demonstrate flexibility in handling a variety of directives and tasks.
 - **ATTENDANCE IS AN ESSENTIAL FUNCTION OF THIS JOB.**

EDUCATION AND EXPERIENCE:

- Minimum Associate’s degree in child development or early childhood education or valid Child Development Site Supervisor Permit or higher issued by the California Commission on Teacher Credentialing.
- Minimum three years of experience working with children in a State Preschool, Head Start or other comparable early childhood program which emphasizes parent involvement.

PHYSICAL/MENTAL REQUIREMENTS:

- This position requires heavy emotional effort involving high customer involvement, both internal and external, with occasional maximum emotional effort required to resolve children’s issues and employee conflicts.
- Work environment is extremely fast paced with high activity/demands.
- To perform the duties of the job, the employee must be able to:
 - Move, reach, and lift 10 pounds
 - Move swiftly in an emergency, and move in and out of play equipment
 - Bend/lift from the waist
 - Sit and stand for long periods of time

Additionally, the employee must have good hand/eye coordination and good manual dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of the job.

Our programs are on a yearly contract basis.

APPROVAL SIGNATURES

Department Director: _____ Date: _____

Executive Director: _____ Date: _____

Director of Human Resources: _____ Date: _____

