



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: August 18, 2016
Open Until Filled

POSITION: SITE SUPERVISOR/TEACHER
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: REDWOOD MOUNTAIN AND NUEVO DIA CHILD DEVELOPMENT CENTERS
CHILD DEVELOPMENT DIVISION OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under supervision by the program director of the Child Development Division, the site supervisor/teacher will manage the daily operation of a child development center, which comprises a full day program serving preschool age children. The site supervisor will enroll families, supervise staff, ensure the health and safety of children, and ensure compliance with all California Department of Education Early Education Support Division Title 5 and Department of Social Services Title 22 Licensing regulations. The site supervisor will also utilize a computer to create documents and send and receive email, plan curriculum, participate in assessing children, plan and facilitate parent and staff meetings, provide regular reports to the program director, and perform other duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. In cooperation with team members, supervises, plans and implements curriculum that provides support in children's development across all domains, including social-emotional development, language and literacy, English-language development, mathematics, visual and performing arts, physical development, health, history-social science and science.
2. Implement developmentally appropriate & anti-bias curriculum.
3. Create an environment that is supportive, safe and educational.
4. Implement ECERS and manage improvement plan to enhance program.
5. Understand the USDA meal patterns and implement nutrition program and education in the Center.
6. Comply with Child and Adult Care Food Program (CACFP) regulations.
7. Improve program quality using NAEYC accreditation standards.
8. Become familiar with the SEIU contract for union members and ensure supervisory compliance.
9. Provide orientation, training and supervision to staff, substitutes and volunteers.
10. Provide regular job performance feedback, coaching & modeling to staff. Document meetings with staff pertaining to job performance concerns.

11. Provide annual written job performance evaluations and conference with staff.
12. Provide for the health and safety of all children and adults on site, which will include the development or upkeep of an emergency preparedness plan.
13. Maintain enrollment at sites, which will entail maintaining a wait list, enrolling eligible families, and gathering necessary documents for family data files.
14. Participate in monthly billing, issuing invoices, collecting money and issuing receipts.
15. Maintain accurate attendance records and ensure that children are signed in and out daily.
16. Create computer documents in Word and Excel, send/receive email and file e-reports.
17. Complete regular statistical, attendance, and immunization reports for administration and County of Santa Cruz data reporting.
18. Supervise and participate in housekeeping tasks, including daily cleaning and set-up of Center daily.
19. Plan and conduct quarterly parent meetings on topics of interest to parents.
20. Plan and coordinate 3 family work days.
21. Participate in monthly site supervisor meetings.
22. Coordinate and supervise staff in carrying out the *Desired Results for Families and Children* mandates as follows:
 - a) Conduct regular written observations of children to assess their strengths and needs and to document their developmental growth.
 - b) Complete written observations and link those observations to DRDP criteria.
 - c) Complete Developmental Profile and Written Goals for every primary care child within 60 days of enrollment and every six months thereafter.
 - d) Create developmental portfolios as evidence to support the Developmental Profile.
 - e) Use the Developmental Profile and Child Summary Sheet for Family Conferences to share information and establish goals for child with family.
 - f) Use the Developmental Profile and written goals to plan and implement developmentally appropriate curriculum and activities linked to goals of each individual child as well as the developmental needs and expressed interest of the group.
 - g) Tally Developmental Profiles for classroom group and create an Action Plan based on outcome of tally.
23. Provide ASQ (Ages and Stages Questionnaires) to families at various points of children's development and refer families as needed.
24. Schedule and facilitate quarterly Parent Advisory Council (PAC) meetings to ensure that families engage in the program, support with fundraising efforts and community engagement, and to ensure the program meets their family's needs.
25. Maintain professional competence through participation in early childhood education conferences, trainings, and workshops, especially countywide training activities AB212.

26. Communicate effectively and respectfully with families, volunteers and other staff at the center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles.

27. Promote program on social media, website and in community.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency

MINIMUM REQUIREMENTS:

Knowledge of:

- Report preparation and record keeping.
- E-mail and word processing.
- Title 5 and Title 22 licensing regulations.
- CA Dept of Education Early Education Support Division funding terms and conditions or willingness to learn.
- Universal precautions and health and safety practices.

Ability to:

- Juggle multiple tasks, manage time effectively, and maintain organized systems.
- Direct the work of teachers, volunteers and substitutes.
- Teach and supervise young children in a nurturing and respectful manner.
- Plan, organize and direct classroom activities.
- Utilize computer programs to effectively respond to job requirements.
- Work independently, effectively, and provide responsible leadership.
- Work cooperatively and effectively with other staff, parents and representatives of community organizations and agencies.
- Administer all components of the program and ensure sustainability.

LICENSING REQUIREMENTS:

- Must possess (or have a plan to attain the qualifications for) and maintain a Child Development Site Supervisor permit. Possible ways to qualify include:
 - Qualify for or have completed an A.A. or A.S. degree in early childhood education (ECE). Requires 60 units with 24 ECE units, including core courses, plus 6 units in *Administration and Supervision of a Child Care Program* and 2 units in *Supervising Adults in a Child Care Center*.
 - Have completed or be near completion of a B.A. or B.S. degree in any field, with 12 units in either ECE or child development (CD) and 3 units of supervised field experience in an ECE or CD setting.

- *NOTE: A temporary waiver may be granted for candidates who have not yet completed all requirements if a plan for attaining the qualifications within a reasonable timeline can be demonstrated.*

OTHER REQUIREMENTS:

- Must possess a valid CA driver's license, adequate vehicle insurance, and reliable transportation in order to attend to business away from Center.
- Must provide proof of current immunization against influenza, pertussis, and measles prior to beginning employment.
- Pediatric first aid and CPR certification required.
- Must pass fingerprint clearance through the Department of Justice prior to employment.
- Must be Health Screened and TB tested within 7 days of employment.
- Must be able to move quickly, turn, sit, stoop, bend, kneel and stand throughout the day.
- Must be able to lift up to 40 lbs.
- Bilingual English/Spanish preferred.

RATE OF PAY AND HOURS:

- This is a regular, confidential, exempt, 40 hour per week position.
- The starting salary is \$41,800-49,000 per year, depending on experience, education, and language ability.
- Employees may be transferred to another center or have their assigned shift adjusted if needed.
- Hours are generally Monday-Friday, but some after-hours attendance will be required for staff meetings, parent/teacher nights, staff training in the evening, and an occasional Saturday work day. Attendance at required meetings is mandatory and a condition of employment.
- Regular onsite attendance is required of this position.

BENEFITS:

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).

- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.

I understand the responsibilities and standards of my position, as listed above, and I agree to fulfill them to the best of my abilities.

Employee Signature: _____ Date: _____

CDD-Site Supervisor (7C): Update benes language 6/09; 7/2/09; 11/6/09;7/27/10. 5/10/12 Benefit Language; 7/1/14 3C to 7C; 9/26/14; 8/10/16 added immunization requirement