



## EMPLOYMENT OPPORTUNITY

Position: **SITE SUPERVISOR**  
Location: San Mateo, CA  
Hourly Salary: **Starting at \$22.00/Hour & Depending on Qualifications & Experience**

### **APPLICATION AND SELECTION PROCESS:**

**IHSD Head Start & Early Head Start Programs** requires all applicants to submit copies of transcripts, degree(s) and any certification along with the cover letter and resume. All applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview.

### **ATTRACTIVE BENEFITS:**

**Employer Paid - Medical, Dental and Life Insurance; Vision Savings Eye Care Program**

**Employer Assistance Program**

**Voluntary Long Term Disability Insurance**

**Commuter Benefits**

**403(b) Retirement Plan Benefits - 8% funded by employer**

**Paid Holidays, Paid Vacation, Paid Personal Days and Paid Sick Time**

**Limited Time ONLY & after 6 months of full time employment: Sign-On Stipend and Relocation allowance will be provided if coming from out of the State of CA**

### **EXAMPLE OF DUTIES:**

1. Responsible for the daily operation of the site in compliance with licensing and Head Start Performance Standards together.
2. Teach a group of children ages 3-5.
3. Plan, develop and carry out classroom goals and objectives.
4. Ability to carry out lesson plans, prepared by the regular Site Supervisor.
5. Participate in parent center meetings; maintain ongoing communication with parents.
6. Supervise site staff.
7. Responsible for site reporting and other administrative tasks.
8. Communicate pertinent information resulting from the day's events to regular Site Supervisor

### **QUALIFICATIONS:**

1. **REQUIRED COPIES OF THE FOLLOWING NEEDED: DEGREE, TRANSCRIPT (OFFICIAL OR UNOFFICIAL), CHILD DEVELOPMENT TEACHER'S PERMIT**
2. BA degree in Early Childhood Education, Child Development or related field
3. A minimum of 3 years actual classroom teaching experience
4. Proof of completion of core ECE courses (ECE 201 Child Development, ECE 210 Early Childhood Education Principles, ECE 211 Early Childhood Education Curriculum, ECE 212 Child Family and Community)
5. Current California Child Development Site Supervisor Permit
6. Current Department of Justice/FBI Child Abuse Index Clearance
7. Recent tubercular clearance (within past six (6) months)
8. Current Pediatric CPR and First Aid certification
9. Health examination upon employment
10. Holds a valid California Driver's license and proof of insurance
11. Regular attendance and punctuality are an essential function of the job.
12. Must be able to occasionally lift and/or move a child (up to 50 pounds)
13. Bilingual in Spanish highly preferred

### **HEALTH AND OTHER REQUIREMENTS:**

**Physical Examination, TB Test, Immunizations and CPR upon employment  
Fingerprint Clearance/Child Abuse Index/Criminal Record Statement/NSOPW**

**APPLY:** Attn: Human Resources Department  
Institute for Human and Social Development  
155 Bovet Road, Suite 300  
San Mateo, CA 94402  
E-Mail to: [hr\\_resume@ihsdinc.org](mailto:hr_resume@ihsdinc.org)

**AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER**