

Job Title: CDP - 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, 2nd 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 incidents 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 5th 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.
- Bilingual (English/Spanish) required.
- 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.