



Site Supervisor – HMB Preschool

Educational requirements:

AA degree (or 60 units) with 24 ECE/CD units including core courses, 16 GE units, 6 administration units and 2 adult supervision units. S/he is also expected to have 350 days of 3 + hours per day with 4 teaching years experience, including at least 100 days of supervising adults. Or holds at minimum a Site Supervisor Permit with 2 years' experience as a site supervisor.

Position summary

Site Supervisors are responsible for the day to day operations of their site, maintaining a high-quality childcare program that serves all types of families. Creates and maintains a program that provides for the care, socialization and education of children in group settings, and provides support and training to staff. This person is responsible for maintaining fiscal responsibility for the site, compliance with Licensing laws, State and Federal laws, as well as providing quality educational services to the children and families enrolled. Promotes a positive atmosphere in the center and agency. Provides supervision and leadership to all center staff and volunteers. Actively addresses any form of prejudice and discrimination and promotes acceptance and understanding of all children and cultures.

Site Supervisor is supervised by the Executive Director. Duties include, but are not limited to:

Responsibilities:

Leadership & Management:

- Follows center/agency policies and promotes and supports agency mission and vision. Informs all center staff and works cooperatively within the agency structure to review and adapt policies and procedures to improve the administration and programs of the agency.
- Supervision, management, and evaluation of site employees. Enforcement of rules and regulations, performance management, etc. Develops and oversees professional development plan with each center staff. Completes yearly staff reviews (Spring)
- Maintains up-to-date Staff and Child records as required by Licensing and any State or County contracts or regulations and families. Maintains confidentiality regarding all personal information about children, families and staff.
- Ensures that all Title 5 and 22 requirements are met. Stays informed on the latest laws, developments and research as it pertains to Early Childhood Education and Development.
- Oversees classroom management, curriculum planning, observations and assessments (i.e. DRDP, ASQ, ASQ-SE), provide support and resources for staff and families that align with assessments. Annual evaluation of program effectiveness.
- Practices sound principles of fiscal management, including timely tracking and submission of paperwork (invoices, receipts, forms). Collection of tuition & fees from parents. Ordering of food, materials, equipment. Maintaining up-to-date inventory lists as needed.
- Provides information to assist in developing the center's annual budget.
- Attends or staff's community events on behalf of CCP. Participates in at least two fundraising events per year and assists with additional fundraising as appropriate.
- Promote and market program/agency at open houses, community events, and general inquiries at your center.
- Develops and maintains effective working relationship among administrative staff, center staff, school district, parents and community.
- Ability to multitask and move from one responsibility to another as obligations and needs arise.
- Maintain center facility (indoor and outdoor) i.e., replace batteries and lights, minor repairs, unclog toilets, trouble shoot issues as they arise, etc. Work with the Operations Manager for larger repair needs.

Classroom:

- Ensure curriculum plans, and indoor/outdoor environments, activities, materials, and routines:
 - are developmentally appropriate and promote growth in all developmental areas
 - encourage play and exploration, and promote problem solving and learning
 - are clean, safe and secure (regularly inspected for safety hazards)

- reflect children’s learning styles
- meet the needs of all children
- are inclusive, culturally sensitive, and reflective of the diversity within the community
- Participates in classroom staffing to maintain ratio when necessary, working in the classroom is required.
- Models direct interactions with children in a warm and positive manner. Ensures that all staff and volunteers interact with children in positive ways. Uses respect and sensitivity at all times when communicating with children, both verbally and non-verbally.
- Listens to children and helps to identify and respond to behavioral signals from children that indicate a need for a change in teaching style to meet children’s emotional or intellectual developmental needs.
- Develops and implements conflict management and problem-solving strategies with children and staff.
- Encourages an environment where children take initiative in generating ideas, solving problems, asking questions and developing relationships by supporting children’s need for individual exploration and discovery.
- Develops and implements emergency and health and safety procedures as required.
- Assures that observations, assessments (i.e. DRDP, ASQ, ASQ-SE) and data are completed and filed/entered as required and on time.

Family Engagement:

- Projects a positive attitude about the center/agency to parents and community members.
- Works in conjunction with the Program & Enrollment Specialist to create, implement, and execute a Family Engagement calendar of events.
- Invites and encourages family participation in center’s activities, e.g. parent workshops, family potlucks, and volunteer work days.
- Provides initial program orientation and ongoing communication with parents about the progress of their child/ren. Maintains open and positive communications to discuss daily activities, questions and/or concerns.
- Responds to/sends emails/phone calls to and from families and other inquiries.
- Prepares and sends out weekly/monthly communications with families that include but are not limited to newsletters, curriculum calendar, event calendar, center menu, etc. Provides communications in both English and Spanish.
- Obtains and prepares educational materials and resources (*including culturally and disability sensitive educational material*) for staff and parents.
- Oversees the development, implementation, and maintenance of parent communication areas.
- Is involved in activities for professional and community organizations. Participates and encourages staff to participate in advocacy activities on behalf of high-quality programs and services for children and families of all backgrounds, including children with disabilities and other special needs.

PHYSICAL DEMANDS OF THE POSITION

- Ability to sit at a child sized table with children (for meals and small group activities)
- Ability to move child sized furniture, portable playground structures, toys/educational materials, on a daily basis
- Able to sweep, bend over to clean child sized tables, wash toys at a sink standing up
- Able to stand for 2-3 hours at a time before a break
- Ability to walk for over 45 minutes at a time
- Able to lift 30 lbs
- Able to kneel down (help with band aid, shoe laces)
- Able to get a preschool aged child onto a changing table
- Sit on the floor or child sized chairs
- See well enough across distances (such as a playground or entire classroom)
- Ok with noisy environments for several hours per day
- Ability to hear well to respond to the needs of children
- Able to model physical activity for children (e.g. running short distances, hop, skip, kick)
- Able to model fine motor skills for children (e.g. stringing beads)