



Amador-Tuolumne Community Action Agency

EARLY CHILDHOOD SERVICES SITE SUPERVISOR Job Description

Definition: As a part of the ATCAA Early Childhood Services team, The Site Supervisor is a team leader for all center staff at two centers that work together to provide Early Head Start, Head Start and State Preschool programs to children and families. The Site Supervisor is responsible for the overall administration, planning, and implementation of Service Area Plans, safety of staff and children, curriculum and supervision at the center level for preschool and/or infant toddler classrooms. The Site Supervisor will teach in the classroom, supervise and mentor all center staff, and facilitate parent involvement.

Supervisor: Education Manager

Supervises: Head Teacher, Teacher, Associate Teacher, Classroom Assistant, Family Advocate, Volunteers and Substitutes

Job Duties and Responsibilities Related to This Position:

Management:

- Ensure that the approved curriculum is implemented in each center's classroom(s) according to Early Head Start/Head Start/State Preschool standards;
- Assure the Service Area Plans, programs, policies, and procedures relating to both center operations are carried out;
- Assure the centers are in compliance with all health, safety, and Community Care Licensing requirements including child-teacher ratio and visual supervision;
- Develop a consistent schedule which follows Early Head Start/Head Start and California Department of Education standards and professional best practices. Monitor to ensure that this schedule is followed;
- Ensure that a curriculum that includes parent input, cultural diversity, and promotes social, emotional, physical, language and cognitive development for all children is being implemented in both centers;
- Participate in, or provide a representative to multi-disciplinary team meetings for children with disabilities.
- Ensure that goals listed on the Individual Education Plans/or Individual Family Service Plans are transferred onto daily lesson plan and implemented;
- Coordinate and maintain effective communication/partnership with community partners including the school district(s) associated with the program;
- Ensure that children receive required speech and development screenings;
- Substitute for other teachers as needed;
- Work with Head Teacher to oversee inventory, center budget and purchasing needed materials/supplies;
- Ensure that all classrooms are clean, safe, and organized.

Supervision/Leadership:

- Supervise, support, and evaluate staff who are assigned to you;
- Set staff work schedules and ensure that their hours are within their budgeted hours;
- Ensure that children's files are maintained according to program standards;
- Prioritize and delegate duties to center staff;



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- Facilitate center staff and planning meetings, staff orientation, parent training, and other meetings as needed;
- Train staff in the Early Head Start/Head Start and State Preschool Performance Standards, ATCAA and Early Childhood Services Policies and Procedures, and the various duties and responsibilities related to their positions;
- Monitor staff to ensure that the delivery of services to children and families are carried out in a comprehensive, integrated and coordinated manner and that they are following program proscribed policies for education and for health and safety;
- Supervise and maintain a safe and healthy environment in the classroom and on the playground;
- Correct any operational deficiencies that constitute immediate threats to children's health and safety;
- Maintain a clean, safe, and organized work environment.

Parent Involvement/Case Management:

- Ensure parent involvement and parent education in the classroom;
- Participate in all program components including parent meetings and center activities such as field trips and celebrations on a regular basis;
- Advise parents, staff and volunteers of best practices through intervention and mentoring;
- Make required home visits and parent/teacher conferences at least twice a year, or more as needed for family support and prepare required documentation of home visits and parents conferences;
- Assist parents in developing individual education plans and in sharing with staff their observations of their child;
- Write statement of concern as needed and case conference with designated managers and consultants;
- Promote in kind contributions and ensure proper documentation.

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards as outlined in the "Statement of Confidentiality and Ethics";
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA's Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor which are consistent with the definition and intent of the job description;
- Carry out supervisory responsibilities in accordance with ATCAA's Personnel Policies. Responsibilities include training employees; planning, assigning, and reviewing work; problem solving.



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Minimum Qualifications:

- Previous experience as a supervisor in Head Start or Early Head Start programs;
- A.A./A.S degree in Early Childhood Education or related field, and working toward a BS/BA degree with the ability to complete a BA/BS degree by 2015. OR, B.A. in any field with 24 units of Early Childhood Education. Early Head Start teachers must also have a B.A. degree plus 3 units of Early Childhood Education relating to infants and toddlers
- Be able to pass a full fingerprint/background check prior to hiring;
- Successful completion of 105 clock hours of professional growth activities prior to permit expiration;
- 24 units in Early Childhood Education;
- Current Site Supervisor standing on the Children's Center Permit;
- Minimum of one year's experience teaching in a state licensed pre-school or infant/toddler setting depending on job placement;
- Minimum of 100 clock hours supervisory capacity in ECE program;
- Ability to create and maintain accurate and appropriate records and reports;
- Ability to create and maintain cooperative working relationships;
- Meet all federal/state licensing requirements and/or program requirements necessary for this position (i.e.: possess a valid California driver's license, an acceptable driving record, fingerprint clearance, TB Test, CPR, First Aid training, health screening, etc.);
- Demonstrate effective and grammatically correct oral and written communication skills;
- Have reliable transportation.

Minimum Qualifications Site Supervisor II

- All of the above with a BA/BS degree in a field related to early childhood development.

Desired Qualifications:

- Computer skills;
- The ability to speak and understand Spanish;
- Experience in supervising and training adults;
- Knowledge of local community resources.

Physical Requirements:

Frequent (3 – 6 hours) walking, standing, bending of the neck/waist, squatting, kneeling, and twisting of the neck. Frequent, repetitive use of dominant hand: simple grasping and fine manipulation.

Occasional (up to 3 hours) sitting, climbing, and crawling. Occasional, repetitive, use of both hands: power grasping, pushing/pulling, and reaching above or below shoulder level. Occasional, repetitive use of non-dominant hand: simple grasping and fine manipulation.

The position requires working inside and outside in a playground environment, as weather permits, with exposure to extremes in temperature, humidity or wetness, and may also require walking on a variety of



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grades and surfaces (uneven ground). This position may also require travel to various locations for agency meetings and events.

Employees in this position may be exposed to bio-hazards such as blood borne pathogens and waste matter (changing diapers, etc).

Lifting and Carrying Requirements: Occasionally (up to 3 hours) lifting/carrying up to 50 lbs.

ATCAA Salary Range: 637 with AA/AS Degree
 639 with BA/BS Degree

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, and hours required and all other related responsibilities.

Employee Signature

Date