



Job Title: Site Supervisor/Teacher, Child Development Center

Overview of position: The Site Supervisor is responsible for the administration of the Child Development Center for 24 preschoolers, including program activities and curriculum, personnel management, parental involvement and coordinating with the Chief Program Officer (CPO). S/he prepares DRDPs, reports and ensures compliance with California Department of Education and Community Care Licensing guidelines. This is a full-time position and reports to the Chief Program Officer (CPO).

Responsibilities include, but are not limited to:

- Coordinate with CPO on the development, implementation, and evaluation of the center's program, in accordance with the needs of the children, and in compliance with requirements of funding sources and JobTrain policies.
- Train, supervise, plan, and coordinate work of staff, substitute teachers, volunteers and others involved as supportive staff in the program.
- Complete Desired Results Development Profile Children and Family (DRDP) on all enrolled children at the required intervals.
- Coordinate with CPO in the planning of staff meetings, in service training, conferences and seminars.
- Oversee creation of weekly and monthly curriculum.
- Assess children's needs and provide appropriate learning experiences based on each child's needs, interests and abilities.
- Maintain accurate records on all children in the program, including ongoing assessment, observations, and family contacts.
- Write reports on children's individual development and progress during the year or from the time of the last evaluation.
- Conduct orientation for new staff, substitutes and volunteers.
- Maintain records, complete forms, and provide reports as required in a timely and efficient manner.
- Assure proper maintenance of the facility, including overseeing gardening and custodial maintenance, so that the children are provided with a safe and clean environment.
- Purchase equipment, supplies and maintain a current inventory.
- Maintain ongoing, open oral and written communication with parents regarding their child's participation and progress in the program.
- Develop a cooperative and supportive team-model relationship with all staff members.
- Work cooperatively with parents to establish partnerships based on mutual trust and respect.
- Represent the center to visitors and in the community.
- Participate in recommended training programs, conferences, courses and other aspects of professional development.
- Other duties as assigned.

QUALIFICATIONS

- Possess or be qualified for Site Supervisor permit, Child Development Site Supervisory Permit, Program Director Permit through CDE or Directors Permit from Community Care Licensing
- 12 ECE units, 3 units in administration or staff relations, and 4 years teaching experience in a supervised group CDC.
- Minimum 2+ years managing a team of child care professionals, along with the ability to establish and maintain a budget and enrollment.
- Minimum 2+ years serving as a Site Supervisor.
- Strong background and demonstrated success with running high quality preschool programs.
- Fully knowledgeable of Licensing (Title 22 and Title 5 funding).
- Ability to operate a center within California Department of Education and Community Care Licensing guidelines with certificate: CDE Supervisor permit.
- Communicate well in English, both verbally and in writing.
- Knowledge of child development and appropriate curriculum for children ages three to five years.
- Function effectively as both a supervisor and teacher.
- Knowledge about the DRDP- Desired Results Development Profile Children and Family.
- Knowledge of CACFP: Child and Adult Care Food Program
- Current health screening (done within 6 months), TB test, Hep Vaccine
- BA degree in ECE/CD desirable
- Spanish speaking desirable

Salary: DOE. Position includes health, dental, and life insurance, as well as optional 403(b) plan.

How to Apply

Interested candidates should submit a cover letter, résumé and three recent, professional references to info@Jobtrainworks.org. The position is now open and applications will be accepted until the position is filled. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions).

JobTrain will require the successful candidate to undergo a background check.

JobTrain

1200 O'Brien Drive, Menlo Park. CA 94025
www.jobtrainworks.org