



## **EMPLOYMENT OPPORTUNITY**

Position: **SITE SUPERVISOR**

Location: Head Start Site

Filing Deadline: Open until filled

**ALL APPLICANTS NEED TO SUBMIT COPIES OF TRANSCRIPTS WITH ECE UNITS WHEN APPLYING FOR THIS POSITION**

### **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. BA degree in Early Childhood Education, Child Development or related field
2. A minimum of 3 years actual classroom teaching experience
3. 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)
4. Current California Child Development Site Supervisor Permit
5. Current Department of Justice/FBI Child Abuse Index Clearance
6. Recent tubercular clearance (within past six (6) months)
7. Current Pediatric CPR and First Aid certification
8. Health examination upon employment
9. Holds a valid California Driver's license and proof of insurance
10. Regular attendance and punctuality are an essential function of the job.
11. Must be able to occasionally lift and/or move a child (up to 50 pounds)
12. Bilingual in Spanish highly preferred

### **SELECTION PROCESS:**

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. All applicants must submit their transcript of records with their application. Those applicants evidencing the best qualifications will be invited for a panel interview evaluation. All candidates interviewed will be notified in writing following interview evaluation.

## **SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION**

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

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