



# Careers

## Site Supervisor

Department: Center Based Program

Location: South Bay - Finney Preschool

**Basic Function:** Under general direction, the Site Supervisor is responsible for the administration and supervision of a child development preschool center to ensure high quality standards and adherence to requirements, rules and regulations, and policies and procedures are maintained as established by Community Care Licensing (Title 22), the California Code of Regulations (Title V), San Diego County Office of Education Quality Preschool Initiative (QPI), and CDA policies and procedures.

**Minimum Qualifications:** Education, training and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Bachelor's degree from an accredited US college or university, or a certified foreign studies equivalency in Early Childhood Education preferred; plus two years of related experience and/or training; or equivalent combination of education and experience is preferred. Must possess or be eligible for a valid Child Development Program Director Permit. Valid California Driver's License and proof of current California Auto Insurance; report of good driving record.

### **Essential Duties and Responsibilities:**

#### **Personal and Professional Behavior:**

1. Adhere to all CDA Personnel Policies and procedures on a consistent basis.
2. Assume responsibility for continued professional growth.
3. Understand professional issues and the need for incorporating the CDA Code of Ethical Conduct in educational practice.
4. Promote advocacy for children and families.
5. Active and continuing involvement in a professional organization related to the position. Maintain excellent work habits (attendance, punctuality, time management, teamwork, etc.).
6. Adapt and implement program changes as needed.
7. Open to new ideas and ways of doing things.
8. Take on new responsibilities.
9. Flexible with assignments and schedule.
10. Takes action without having to be asked.
11. Acts on opportunities.
12. Offer solutions or options when discussing problems.

#### **Center Administration/Management:**

1. Perform all work in accordance with established licensing requirements, governmental laws, state mandates, state funding terms/conditions, and Agency's policies and procedures.
2. Mitigate risk by consistently promoting, educating and enforcing Title 22 and Title V rules and regulations, QPI requirements, and CDA policies and procedures.
3. Participate in program organization with the Center (purchasing supplies and equipment, keeping accurate inventory, maintaining effective systems).
4. Orient parents to Agency's program policies and procedures.
5. Participate in all aspects of hiring, supervising, training, scheduling, and measuring of performance; promote and follow-up with employee educational and professional development plans to ensure child development permits are maintained, professional growth hours are completed and submitted timely.
6. Consult with management and, if appropriate, conduct surveys to identify training needs based on new adoption of policies and procedures, current/ongoing center challenges, changes and other factors.
7. Maintain and submit accurate records (staff/children's attendance records, timesheets, nutrition reports and program meal counts, weekly reports, newsletters and lesson plans, etc.).

- Promote positive and effective communication in all aspects of center operations (staff meetings, director-teacher meetings, parent education, etc).
- Provide program information to volunteers and/or student teachers.
- Render staff support to all programs by substituting in the classrooms when needed.
- Demonstrate efficient use of time and materials.
- Develop and implement relevant training plans for staff.
- Develop and implement a long-range plan based on program philosophy that provides direction to the Center.

### **Child Development:**

- Ensure that staff interact with children in a positive manner which encourages the development of conflict management and problem resolution.
- Ensure staff complete observations/ assessments of each child in the class according to Desired Results and within the required due dates.
- Guide staff and assist children in the resolution of conflicts by enforcing limits in a consistent manner and helping children find the appropriate ways to deal with their feelings.
- Lead and adhere to the appropriate referral process to ensure children with special needs, their families, and teachers and staff receive the support, guidance and resources for continued positive development.
- Guide and implement developmentally and culturally appropriate curriculum.
- Assume responsibility for conducting ECERS evaluation of the classroom environment to achieve a score of 5 or higher in each subscale.

### **Health, Safety and Nutrition:**

- Maintain ongoing accident prevention and playground safety programs in accordance with Agency's policies and procedures.
- Ensure that children are well supervised at all times to ensure a safe environment.
- Implement food service program according to the Child and Adult Care Food Program and the California Department of Education.
- Follow Agency's policies and procedures for health and safety.
- Implement the Center emergency plan, and conduct fire and earthquake drills as required.
- Provide information to staff and parents on health, safety, and transportation policies.
- Maintain a safe and healthy indoor and outdoor environment.
- Maintain ongoing accident prevention and playground safety programs for staff and children.
- Recognize and ensure that all staff understands the mandate to report suspected child abuse.

### **Working with Children, Families and the Community:**

- Treat all children and their families in a courteous, friendly, and professional manner while maintaining respect for their norms, language, and socio-economic background.
- Present a positive view of Agency and Center to the Community.
- Communicate positively, actively develop reciprocal working relationships with parents, may conduct conferences.
- Assist staff in identifying special needs of children and/or families and refer to relevant community resources.
- Ensure parent enrollment in the Parent Advisory Committee Board.
- Involve parents in classroom and center activities.
- Develop and assist staff in facilitating parent programs and events.
- Provide information about community resources to parents, staff, and student teachers.
- Represent Agency and Center at community functions.

### **Supporting Positive Staff Relations:**

- Maintain confidentiality at all times.
- Attend all required management meetings and in-service trainings.
- Implement positive communication and problem solving skills.
- Work cooperatively with other staff members, including the administrators of the program, accept supervision, and contribute to the effectiveness of the team.
- Bring concerns/problems to the attention of the Early Childhood Program Coordinator and/or the Director of Child Development Programs in a timely manner.

6. Maintain a professional attitude and loyalty to the Agency at all times.
7. Regularly evaluate the needs of the Agency, staff, and self.
8. Promote requirements, educational and professional development plans are on track and completed to ensure standard for all active teaching staff are maintained.
9. Complete and ensure performance appraisals and development plans for all staff are completed timely as required.
10. Support and assist the Early Childhood Program Coordinator with special projects.
11. Assist with end-of-year reports, data gathering and reports, as needed.
12. Work collaboratively with other Site Supervisors and the Early Childhood Program Coordinator to promote and achieve center-based program goals and objectives.

**Organizational Skills:**

1. Tasks are completed on schedule and as required.
2. Licensing requirements and Center's policies are current and adhered to on a consistent basis.
3. All required staff and client records are kept current and accurate.
4. Efficient use of time and materials is demonstrated.

**Work Schedule:** Full-time, Monday – Friday 9:00am – 6:00pm

**Salary:** Exempt

**Benefits:** Paid Holidays, Eligible for Medical, Dental, Vision; Sick and Vacation; Long Term Disability; Life Insurance; Retirement Plan and Profit Sharing Plan.

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