



JOB DESCRIPTION

<u>TITLE:</u>	Early Education Center Site Supervisor
<u>CATEGORY/DEPT:</u>	Early Education
<u>REPORTS TO:</u>	Early Education Director
<u>REPORTING STAFF:</u>	Yes
<u>STATUS:</u>	Full-Time, Exempt

AGENCY OVERVIEW:

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, mental health services, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

In partnership with Early Education Director (EE Director) and Early Education Manager, the Early Education Center Site Supervisor (Site Supervisor) is responsible for day-to-day operations of the Early Education Center (Center) as well as elements of early education program administration, supervision, and monitoring. The Site Supervisor will directly supervise the day-to-day needs of the center teachers and maintenance staff, ensuring alignment with California Department of Education (CDE), Early Head Start (EHS), NAEYC, CACFP and COA standards.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compliance & Records

- Ensure compliance with licensing, Head Start Performance Standards, CDE requirements, NAEYC and COA standards, Title 5 & 22, and all other program regulations, policies and procedures, including annual payments for licensing, police commission permit, and fire department permit.
- Participate in the planning, implementation, review, and updating of annual program goals/objectives, policies/procedures, and activities to ensure compliance with relevant performance standards, and achieve the implementation of the program's mission and objectives
- Ensure that Center-based documentation and reports are complete, current, and accurate including Department of Children and Families Services (DCFS), California Community Care Licensing (CCL), NAEYC, annual CCL immunization reports, personnel roster, etc.
- Under direction of EE Director, complete renewal of (and any applications for) Center Community Child Care Licenses
- Ensure accurate, complete, and confidential maintenance of employee and children's records; conduct regular (at least quarterly) review of children's files to ensure all CCL required documents are in file
- Ensure completion of monthly facility health and safety monitoring, and collaborate with EE Director as needed to address identified issues

Daily Operations

- Monitor the day-to-day operations of the Early Education Center; ensure maintenance of a safe, secure, and well-maintained facility that is in compliance with all pertinent regulations and program/accrediting body standards, including supporting Health Services Coordinator in ensuring compliance with all CACFP requirements and relevant regulations
- Plan for daily Center staffing; provide classroom coverage when needed
- Along with other early education leadership have input monthly into center newsletter

Monitoring

- Support staff (if coverage is need in classrooms) with time management to complete task on yearly roadmap (e.g. DRDPs, Home Visits, Parent-Teacher Conferences, Individualized Development Plans, ASQs, etc.)
- Working closely with EE Director, track and monitor progress on meeting EHS, EHS-CCP, and CDE continuing application guidelines: dual-language framework, CSEFEL strategies, literacy development, STEM, school readiness goals, and other education-related benchmarks
- Support as needed the completion of Environment Rating Scale (ITERS/ECERS/FCCERS) yearly
- Provide support as needed for the implementation of: Parent-Teacher Conferences, home visits, DRDP-2015 assessments, Environment Rating Scales, Individualized Development Plans, school readiness goals, and all other education related programmatic goals/plans
- Support teaching practices SMART goals for staff through regular classroom monitoring and follow up with Early Education Manager.
- Support teaching staff with day-to-day operational coaching and decision making (e.g. supervision of children, anger parent etc.)

Program Meetings

- Working with the Early Education Manager, conduct weekly staff meetings
- Work with EE Director to support Teachers Leading Teachers group
- Participate in management meetings as needed and one-on-one semi-monthly supervision meetings with EE Director
- Generate program data for Performance and Quality Improvement (PQI) efforts and participate in PQI rotations for EHS, EHS-CCP and CDE presentations as needed

Parents, Caregivers and Community

- Together with Early Education Manager, coordinate implementation of annual parent survey across all early education programs
- Participate in community needs assessment(s), self-assessment, and health and safety committee, staff, and program consultants
- Working closely with Allies' family engagement team, plan and oversee the implementation of activities to engage and involve parents/caregivers
- Serve as a representative of Allies in the community/attend meetings as appropriate

Human Resources

- Participate in the hiring and training of early education teachers, home educators, family support specialists, child development specialists, and other roles as needed
- Lead coordination with Human Resources to review and update staff records to ensure requirements are met
- In collaboration with Early Education Manager, complete and conduct performance evaluations and professional development plans for staff

Facilities Management

- Ensure the center's physical facilities comply with local, state and federal laws and are a safe and appropriate environment for children
- Ensure facilities upkeep, in collaboration with maintenance staff
- Monitors the inventory of site materials, supplies, and equipment; approves orders and tracks maintenance budget
- Manages within a budget the purchase of equipment and supplies for the center or approves requests to purchase materials and equipment
- tracks and maintains budget received for program
- Supervise maintenance workers
- Oversees the completion of maintenance work activities
- Conduct individual or group supervision 2 times per month

Other

- Attend meetings and trainings as requested to keep abreast of trends in the various service areas
- Perform other relevant responsibilities as required by the agency and as assigned
- Model the Standard of Conduct Policy when interacting with parents, community members and Colleagues
- Understand and follow all Council of Accreditation (COA) policies and procedures
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Evening and weekend work as required
- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy

QUALIFICATIONS & EDUCATION:

- Minimum of one to two (1-2) years' leadership and administrative experience
- Bachelor's Degree required (Master's Degree preferred) in Early Childhood Development, or related field
- Hold a current Child Development Site Supervisor Permit from the California Commission on Teacher Credentialing
- Experience working with infants/toddlers and preschoolers' principles and practices
- Experience working in or overseeing Early Head Start, Head Start and/or California Department of Education preschool programs
- Ability to plan, organize and oversee high quality early childhood care and education programs
- Working knowledge of Community Care Licensing regulations
- Knowledge of data analysis, MIS systems and reporting procedures
- Strong and effective verbal and written communications skills required
- Bilingual in English and Spanish a plus but not required
- Creative problem solver with a can-do attitude
- Must be detail-oriented and possess excellent organizational and analytical skills with the ability to research best-practice and compliance guidance, complete work accurately, meet deadlines, and follow through on job duties and projects
- Ability to prioritize workload, multi-task and be flexible
- Ability to liaise effectively with a range of relevant authorities, individuals and organizations; demonstrated effective interpersonal, leadership, public speaking and management skills
- Desire to be a part of a diverse team, and the ability to both think independently and work collaboratively
- Experience working with diverse groups and populations
- Working knowledge of budgets and expense reports
- Experience in program, finance, compliance and evaluation in a non-profit organization
- Strong computer literacy skills (MIS, word processing, database and spreadsheets, internet and email use required)
- Must be responsible, be able to handle confidential information, organize effectively, and work independently
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of position, serve as role models for children and families who are served by our agency.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza
- Class "C" driver's license, proof of insurance and access to reliable transportation required

FOR CONSIDERATION:

- Send cover letter and resume to humanresources@alliesforeverychild.org

Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday.

Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.