

North Coast Opportunities, Inc.
413 North State Street, Ukiah, CA 95482

JOB DESCRIPTION

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| I. POSITION TITLE: | Child Development Supervisor I, II, III |
| II. PROGRAM: | Head Start Child Development Program |
| III. REPORTS TO: | Children's Services Manager |
| IV. SUPERVISORY RESPONSIBILITY: | Yes |
| V. FLSA/IWC STATUS: | Exempt |
| VI. GENERAL DUTIES AND RESPONSIBILITIES | |

Supervises and supports assigned site supervisors in the implementation of comprehensive integrated services delivered to families through all Head Start Child Development Program options. Ensures a system of accountability and compliance is in place in all areas of responsibility. Acts as a support to center/home based staff. Serves as a program resource and works collaboratively as a member of the Children's Services Team.

VII. JOB DUTIES AND RESPONSIBILITIES

Supervision Duties

1. Supervises, trains and evaluates site supervisors.
2. Serves as a collaborative member of the senior management team.
3. In collaboration with Human Resources, participates in the hiring of staff for assigned sites in compliance with personnel policies and procedures, and HSCDP regulations.
4. Monitors compliance with Agency, State, and Federal regulations including Community Care Licensing Title XXII regulations and Head Start Performance Standards.
5. Monitors site budgets.
6. Monitors personnel functions such as time cards, vacation accruals, performance reviews, etc.
7. Assists in developing and maintaining staff communication processes at centers.

Education/Disabilities/Mental Health Duties

1. Ensures education, disabilities and mental health service area compliance for designated sites.
2. Monitors tracking of EDM activities and related record keeping in service areas.
3. Ensures mental health requirements are met at assigned sites including child observations, child study teams, and staff and parent consultations with a qualified mental health consultant.
4. Identifies training needs and provides training and technical assistance to site staff and parents in the areas of early childhood curriculum, child development, disability services, mental health, and child outcomes.
5. Makes recommendations for changes to improve the operation of the EDM service area and the coordination between service areas.
6. Participates in development and periodic revision of the service plans as it relates to the relevant service area.
7. Assists EDM Manager in developing and updating policies and procedures related to service area.
8. Serves as a representative for the program to the community.
9. Works closely with specialists and consultants in meeting program goals and providing beneficial experiences for families.
10. Prepares reports as needed.
11. Within budget constraints, approves supplies and equipment orders for assigned sites that allow for the proper functioning of the program in the service areas.
12. Maintains confidentiality at all times.
13. Attends meetings, training sessions and conferences as necessary.
14. Responsible for generating, collecting and documenting In-Kind.
15. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
16. Work habits:
 - Is on time and obtains approval from supervisor for any changes in work schedule or absences
 - Treats co-workers and clients with respect
 - Represents agency/program to the community in a positive light

- Stays focused on the job
 - Takes pride in creating a good work environment
17. Other duties as assigned.

VIII. JOB QUALIFICATIONS:

Child Development Supervisor I

1. A.A./A.S. degree in appropriate field required.
2. Two years experience supervising staff required.

Child Development Supervisor II

1. B.A./B.S. degree in appropriate field required.
2. Two years experience supervising staff required.

Child Development Supervisor III

1. MA degree in appropriate field required.
2. Two years experience supervising staff required.

Child Development Supervisor I-III

1. Willingness to acquire necessary training.
2. Computer competence sufficient to perform job responsibilities.
3. Education training and experience in the theories and principles of child growth and development (birth to five), early childhood education, and family support; disabilities training and experience in securing and individualizing needed services for children with disabilities; mental health, behavior support and guidance training.
4. Must meet the qualifications for classroom teachers, as specified in section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.
5. Ability to identify staff training needs.
6. Spanish bilingual preferred.
7. Ability to communicate effectively, both verbally and in writing with co-workers, community providers, and persons of various cultural/economic backgrounds.
8. Self-motivated, open and flexible.
9. Ability to organize, prioritize and manage duties with minimal amount of supervision as well as able and willing to work as a cooperative team member.
10. Ability to accurately collect, analyze and maintain data.
11. Knowledge of Head Start Performance Standards and Head Start experience desirable.
12. Ability to work flexible hours for weekend or evening activities as needed.
13. For work-related driving, must have valid driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
14. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must meet program and legal requirements to attain and maintain employment.
15. Must complete a Criminal Record Clearance prior to employment. Any criminal conviction thereafter must be reported to DSS, Community Care Licensing within 48 hours.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.

9. The environment at the assigned sites can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Program:	Head Start
Position:	Child Development Supervisor I-III in Ukiah
Rate of Pay:	\$ 3,908-\$ 5,014/month (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Employee Assistance Program (all members of household are covered). Discounted membership in Reach/CalStar is available with payroll deduction.</p> <p>Medical, Dental Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more for insurance coverages). Eligible to participate in 401(k) retirement plan within 90 days of hire, and for matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Application Closing Date:	Closes: 9/25/17
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org</p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	