

Open Position

Program:	Early Head Start Child Development – Willits, CA (Internal Position) <i>Current Employee's and Volunteers may only apply</i>
Position:	Site Supervisor II-III (Bilingual Preferred; Eligible for Bilingual Pay Differential)
Rate of Pay:	\$ 20.77 - \$ 23.99 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution & 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:	Open until filled
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.	

See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer

We invest in people through community action.

JOB DESCRIPTION

POSITION TITLE:	SITE SUPERVISOR I – III
PROGRAM/DEPARTMENT:	HEAD START CHILD DEVELOPMENT
REPORTS TO:	CHILD DEVELOPMENT SUPERVISOR
SUPERVISORY RESPONSIBILITY:	YES
FLSA/IWC STATUS:	NO
WC CODE:	9059

I. GENERAL DUTIES AND RESPONSIBILITIES

Under general supervision of the assigned Child Development Supervisor (CDS), this position is responsible for the overall, day-to-day operation of a Head Start Child Development Center. Maintains compliance with all applicable regulations, policies and procedures. Is responsible for staff supervision at the site and the planning & evaluation of children and family services. Is primarily responsible for facility security and maintenance. Ensures that Head Start Performance Standards and timelines are met.

II. JOB DUTIES AND RESPONSIBILITIES

1. Responsible for the health and safety of children enrolled at the site while under our care.
2. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
3. Directs and oversees the daily operation of a center-based program ensuring it operates in compliance with the requirements of Community Care Licensing, Head Start Performance Standards, and NCO policies and procedures.
4. Supervises and evaluates site staff with input from specialists and program managers, as needed and in accordance with NCO and program policies and procedures.
5. Responsible for ensuring the timely maintenance and the cleanliness of the center facility and playground; serves as liaison with landlord/school district.
6. Acts as the primary contact regarding site security.
7. Orders supplies for the site following approved purchasing system; monitors site budget ensuring that purchases stay within allotted budget.
8. Coordinates regularly scheduled community outreach activities; is an active participant in ongoing program recruitment activities.
9. Mobilizes parent(s) or guardians(s) and other volunteers to work in the classroom; oversees orientation, supervision of and guidance to classroom volunteers.
10. Serves as a substitute in the classroom and kitchen, as needed, and covers breaks for teaching staff.
11. Monitors work hours of site employees and approves timecards in a timely manner; maintains on-site personnel files as required by Community Care Licensing and program policies and procedures.
12. Plans and facilitates weekly site staff meetings; promotes regular and timely communication within the site and provides leadership in managing conflicts.
13. Assures that all required site services are provided.
14. Coordinates the referrals of suspected disabled children with the Education, Disabilities, Mental Health team.
15. Facilitates site case management meetings on children and families.
16. Coordinates carpooling and transportation of staff to in-service training sessions and meetings.
17. Monitors driver status of site staff members in comparison to records report provided monthly by NCO HR; forwards updated documents to HR as provided by staff.
18. Attends scheduled staff meetings, in-service trainings, and conferences as necessary.
19. Responsible for generating, collecting and documenting In-Kind.
20. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
21. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.

22. Work Habits:

- Arrives to work on time and obtains approval from supervisor for changes in work schedule or absences.
- Maintains a high level of confidentiality in all aspects of work and in alignment with Agency and program policies and procedures.
- Treats co-workers and clients with respect.
- Represents NCO and its programs to the community in a positive light.
- Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
- Is able to stay focused on the job.
- Takes pride in creating a positive, efficient work environment.
- Is able to constructively adapt to change.
- Dresses appropriately for the assigned job duties and responsibilities.

23. Other duties as assigned.

III. JOB QUALIFICATIONS

Site Supervisor I

1. Must have completed a minimum of 12 Early Childhood Education/Child Development (ECE/CDV) units. (Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum.)
2. Must have completed a minimum of 2 units of adult supervision and 3 units* of administration.
** Up to 3 of the required administration units may be deferred for no more than 12 months from the date of hire.*

Site Supervisor II

1. Must have an Associate degree from an accredited school in child development, early childhood education (ECE/CDV), human development, family relations or social services which includes no less than 24 ECE, 6 administration and 2 adult supervision units.
2. Must possess a current Site Supervisor Permit; OR must be granted a Site Supervisor Permit waiver and will qualify for and obtain a Site Supervisor Permit within 18 months of waiver date.

Site Supervisor III

1. In addition to Site Supervisor II requirements above, a Site Supervisor III must possess a Bachelor degree from an accredited school in child development, early childhood education (ECE), human development, family relations or social services OR a bachelor's degree in any field with at least 12 ECE units and 3 units supervised field experience.

Site Supervisor I-III

1. A minimum of two years of early childhood classroom experience, one year of staff supervision experience and at least four years' experience working with low-income families are required.
2. Must have thorough knowledge of the principles and practices of early childhood education/child development.
3. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
4. Must have a minimum of 15 hours of Child Health and Safety training and maintain a current Infant and Child CPR First Aid certification or complete these requirements within 3 months of being hired.
5. Must be proficient in use of computers and a variety of software programs, including web-based platforms; must at a minimum be familiar with the use of word processing, email and spreadsheet programs.
6. Prior experience and a demonstrated ability to motivate, engage with, and work effectively and professionally with parents and other adults as well as with children from a variety of socio-economic backgrounds is required.
7. Must have a demonstrated ability to provide effective leadership and stability for program continuity.
8. Must have good time management skills and be able to accurately prepare and maintain records and reports.
9. Must be flexible and able to meet the changing needs of the program.
10. Must demonstrate a willingness to work as part of a team but have the ability to work independently.
11. Ability to work flexible hours and to travel for weekend or evening activities, trainings, conferences and in-service opportunities as needed.

12. For work-related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
13. Pre-employment and periodic health screenings and a T.B. test are required, the results of which must be within acceptable ranges to attain and maintain employment.
14. Must comply with regulatory immunization requirements.
15. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.

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 employee may occasionally use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment 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.

RECEIVED BY:

NAME _____ DATE _____
SIGN & PRINT