

NORTH COAST OPPORTUNITIES, INC.
413 North State Street, Ukiah, CA 95482

JOB DESCRIPTION

I. POSITION TITLE:	Site Supervisor I – III
II. PROGRAM:	Head Start Child Development
III. REPORTS TO:	Assigned Child Development Supervisor
IV. SUPERVISORY RESPONSIBILITY:	Yes
V. FLSA/IWC STATUS:	Determined by Site Assignment
VI. GENERAL DUTIES AND RESPONSIBILITIES	

Responsible for the over-all, day-to-day operation of a Head Start Child Development Center. Maintains compliance with all applicable regulations, policies and procedures. Responsible for staff supervision at the site and the planning & evaluation of children and family services. Responsible for facility security and maintenance. Ensures that Head Start Performance Standards and timelines are met.

VII. JOB DUTIES AND RESPONSIBILITIES

1. Responsible for the health and safety of children enrolled at the site.
2. Participates in regular reflective supervision sessions and self assessment to promote ongoing professional development.
3. Directs the daily operation of a center program within 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. Conducts regular supervision sessions with site staff.
5. Responsible for maintenance and cleanliness of the center facility and playground. Serves as liaison with landlord/school district. Responsible for the security of the site, including installed security systems.
6. Orders supplies for the site following approved purchasing system. Monitors site budget ensuring that purchases stay within the budget.
7. Coordinates community outreach activities and ensure these activities take place. With other site staff, recruits children for the program from the local community.
8. Works with other site staff to seek community volunteers.
9. Serves as a substitute in the classroom and kitchen, as needed, and covers breaks for teaching staff.
10. Recruits, orients, and maintains a list of qualified substitutes for teaching and Cook positions. Works with Nutrition Coordinator to ensure that all kitchen substitutes are trained.
11. Collects time cards and monitors work hours of site employees. Maintains on-site personnel files as required by Community Care Licensing.
12. Works with program managers in the hiring of new site staff.
13. Facilitates weekly site staff meetings and includes all members of the site team. Promotes communication within the site and provides leadership in managing conflicts.
14. Assures that all required site services are provided.
15. Coordinates the referrals of suspected disabled children with the Education, Disabilities, Mental Health Specialist.
16. Facilitates site case management meetings on children and families.
17. Coordinates carpooling and transportation of staff to in-service training sessions and meetings.
18. Ensures that site staff members have current auto insurance and that no employee drives on work time without such insurance. Ensures that employees who do not drive sign a non-driver status acknowledgement form and are transported to in-service training sessions in a vehicle driven by an employee with current driver documents on file, including liability insurance.
19. Maintains confidentiality at all times.
20. Attends meetings, trainings, and conferences as necessary.
21. Responsible for generating, collecting and documenting In-Kind.
22. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
23. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.

24. Work Habits:
 - Arrives to work on time and obtains approval from supervisor for changes in work schedule or absences.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Is able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Is able to positively adapt to change.
 - Dresses appropriately for the job.
25. Other duties as assigned

VIII. JOB QUALIFICATIONS

Site Supervisor I-III

1. Four years working with low income families required.
2. Must have thorough knowledge of the principles and practices of early childhood education/child development.
3. Must be at least 18 years of age.
4. Must show good judgment, creativity, initiative, reliability and maturity.
5. Must have good oral and written English language skills.
6. Must have knowledge of community resources.
7. Must have Infant/Child CPR certification or obtain within 6 months of hire.
8. Must be able to relate well to young children, as well as with their parents and other adults from a variety of cultural backgrounds.
9. Must have good leadership skills and be able to provide stability for program continuity.
10. Must have good time management skills and be able to prepare and maintain records & reports.
11. Must be flexible and able to meet the changing needs of the program.
12. Must demonstrate a willingness to work as part of a team, but have the ability to work independently.
13. Ability to work flexible hours for weekend or evening activities as needed.
14. 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.
15. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must be within acceptable ranges to attain and maintain employment. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility. Any criminal conviction thereafter must be reported to DSS, Community Care Licensing within 48 hours.

Site Supervisor I

1. Must have 12 core early childhood education (ECE) units; must complete 2 units adult supervision and 3 units administration within 1 year.
2. Must be enrolled in and attending courses leading to an AA or BA degree in ECE or a related field.
3. Two years early childhood classroom experience and one year supervising staff required.

Site Supervisor II

1. AA Degree in child development, early childhood education (ECE), human development, family relations or social services which includes 24 ECE, 6 administration and 2 adult supervision units.
2. Must possess a current Site Supervisor Permit; OR must be qualified for a Site Supervisor Permit waiver and will obtain a Site Supervisor Permit within 18 months of waiver date.
3. Two years early childhood classroom experience and one year supervising staff required.

Site Supervisor III

1. In addition to Site Supervisor II above:
2. BA Degree in child development, early childhood education (ECE), human development, family relations or social services or BA in any field with 12 units ECE plus 3 units supervised field experience.

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.

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:	NCO Head Start, Ukiah, CA
Position:	Site Supervisor I-III
Rate of Pay:	\$18.98 - \$24.25 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	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). 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 within 90 days of hire, and for employer contribution & matching program upon qualifying.
To Apply:	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. For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.
Application Closing Date:	Open until filled
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org
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.	