

Open Position

Program:	Head Start Child Development Program – Ukiah, CA
Position:	Site Supervisor II-III
Rate of Pay:	\$20.77 to \$23.99 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
Application Closing Date:	Open Until Filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/about-us/jobs/ or 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>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></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.

NORTH COAST OPPORTUNITIES, INC.

413 North State Street, Ukiah, CA 95482

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:	NON-EXEMPT
WC CODE:	9059

POSITION OVERVIEW

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 (Center). Primary responsibilities include ensuring the facility is safe, clean, and well-maintained as well as ensures the Center is operated in compliance with all applicable regulations, policies and procedures. Additional key responsibilities include the supervision of site staff and the planning and evaluation of services for children and families served by the Center. Ensures that Head Start Performance Standards and timelines are met.

JOB DUTIES AND RESPONSIBILITIES

- Responsible for the health and safety of children enrolled at the site while under our care.
- Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
- 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.
- Supervises and evaluates site staff with input from specialists and program managers, as needed and in accordance with NCO and program policies and procedures.
- Collaborates with other staff to promote positive adult-child interactions; sensory and language rich environments; inclusive and developmentally appropriate practices; curriculum fidelity; and school readiness.
- Assists in the implementation of recommended strategies for children, classrooms, and individual staff.
- Models Positive Behavior Supports in working with adults and children.
- Responsible for ensuring the timely maintenance and the cleanliness of the center facility and playground; serves as liaison with landlord/school district.
- Acts as the primary contact regarding site security.
- Orders supplies for the site following approved purchasing system; monitors site budget ensuring that purchases stay within allotted budget.
- Coordinates regularly scheduled community outreach activities; is an active participant in ongoing program recruitment activities.
- Mobilizes parent(s) or guardians(s) and other volunteers to work in the classroom; oversees orientation, supervision of and guidance to classroom volunteers.
- Serves as a substitute in the classroom and kitchen, as needed, and covers breaks for teaching staff.
- 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.
- Plans and facilitates weekly site staff meetings; promotes regular and timely communication within the site and provides leadership in managing conflicts.
- Assures that all required site services are provided.
- Coordinates the referrals of suspected disabled children with the Education, Disabilities, Mental Health team.
- Facilitates site case management meetings on children and families.
- Coordinates carpooling and transportation of staff to in-service training sessions and meetings.
- 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.
- Actively participates in planning, decision-making, and problem-solving responsibilities with other staff and families.

- Works to improve the consistency and effectiveness of and collaboration between HS service areas.
- Attends scheduled staff meetings, in-service trainings, and conferences as necessary.
- Responsible for generating, collecting and documenting In-Kind.
- Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
- For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
- Work Habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
 - Follows the NCO Injury, Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Stays focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represent NCO and its program to the community in a positive light.
 - Dresses appropriately for the assigned job duties and responsibilities.
 - Effectively adapts to change.
- Other duties as assigned.

JOB QUALIFICATIONS

Site Supervisor I

- Must have completed a minimum of 12 Early Childhood Education (ECE) or Child Development (CDV) units. (Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum.)
- 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

- Must have an associate degree from an accredited school in CDV, ECE, human development, family relations or social services which includes no less than 24 ECE, 6 administration and 2 adult supervision units.
- Must possess a current Site Supervisor Permit; OR must be granted a Site Supervisor Permit waiver and obtain a Site Supervisor Permit within 18 months of waiver date.

Site Supervisor III

- In addition to Site Supervisor II requirements above, a Site Supervisor III must possess a bachelor's degree from an accredited school in ECE, CDV, 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

- 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.
- Must have thorough knowledge of the principles and practices of ECE/CDV.
- Ability to communicate clearly and appropriately both verbally and in writing in English (required); bilingual ability (English/Spanish) preferred.
- 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.
- 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.
- Prior experience and a demonstrated ability to motivate, engage with, and work effectively and appropriately with children, parents and other adults from a variety of socio-economic backgrounds is required.
- Must have a demonstrated ability to provide effective leadership and stability for program continuity.

- Must be able to organize duties and tasks to meet established deadlines.
- Ability to accurately prepare and maintain records and reports.
- Must be flexible and able to meet the changing needs of the program.
- Ability to be effective working independently and as a collaborative team member.
- Able to work a flexible schedule to accommodate attending scheduled work events and professional development opportunities.
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver OR reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization and vaccination requirements related to work in a Head Start Program and a licensed child care facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming 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.