

## Open Position

<b>Program:</b>	<b>Head Start Child Development Program, Ukiah</b> (Mendocino County)
<b>Position:</b>	<b>Child Development Supervisor II-III</b>
<b>Rate of Pay:</b>	<b>\$28.18 to \$32.36 per hour (Depending on Qualifications)</b>
<b>Hours:</b>	<b>40 hours per week, 12 months/year</b>
<b>Benefits:</b>	<p><b>401(k) Retirement Plan</b>  <b>Paid Health Leave</b>  <b>Paid Vacation and Holidays</b>  <b>Medical, Dental, Vision and Life Insurance</b>  <b>Employee Assistance Plan</b></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>
<b>Application Closing Date:</b>	<b>Open Until Filled</b>
<b>To Apply:</b>	<p><b>A completed NCO Employment Application form is required to apply.</b> The application form is available at our website: <a href="https://www.ncoinc.org/join-our-team/">https://www.ncoinc.org/join-our-team/</a> or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</b></p>
<b>Submitting an Application:</b>	<p>By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a>  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.	
<b>All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements</b>	

*See our Website for full job description details & to print application*  
[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)  
*Equal Opportunity Employer*

*We invest in people through community action.*

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

<b>POSITION TITLE:</b>	<b>CHILD DEVELOPMENT SUPERVISOR I – III</b>
<b>PROGRAM:</b>	<b>HEAD START CHILD DEVELOPMENT PROGRAM</b>
<b>REPORTS TO:</b>	<b>EDUCATION, DISABILITIES &amp; MENTAL HEALTH MANAGER</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>YES</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>9059</b>

**I. GENERAL DUTIES AND RESPONSIBILITIES**

Under general supervision, the Child Development Supervisor (CDS) 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 all staff, filling in for critical positions at the site when needed. Serves as a program resource and works collaboratively as a member of the Children's Services Team.

**II. JOB DUTIES AND RESPONSIBILITIES**

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 personnel functions such as timecards, vacation accruals, performance reviews, staff training plans, etc.
6. Assists in developing and maintaining staff communication processes at centers. Ensures service area timeline compliance for designated sites.
7. 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.
8. Collaborates with service area teams to improve the operation and the coordination between service areas.
9. Participates in development and periodic revision of the service plans as it relates to the relevant service area.
10. Serves as a representative for the program to the community.
11. Works closely with specialists and consultants in meeting program goals and providing beneficial experiences for families.
12. Regularly travels between central office and sites throughout Lake and Mendocino Counties.
13. Prepares reports as needed.
14. Monitors site budgets and approves supply and equipment orders for assigned sites.
15. Attends scheduled meetings, training sessions, and conferences as necessary.
16. Responsible for generating, collecting, and documenting Non-Federal Share Match (In-Kind.)
17. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
18. 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.
  - Represents NCO and its programs to the community in a positive light.

- Effectively adapts to change.
  - Dresses appropriately for the assigned job duties and responsibilities.
19. Performs other duties as assigned or required.

### **III. JOB QUALIFICATIONS**

#### **Education Requirements**

CDS I: Must have an associate degree from an accredited school in child development, early childhood education, or a related field.

CDS II: Must have a bachelor's degree from an accredited school in child development, early childhood education, or a related field.

CDS III: Must have a master's degree or higher from an accredited school in child development, early childhood education, or a related field.

#### **Other Skills & Requirements for all Levels**

1. Must have a minimum of 3 years of recent experience working with children and families in an early childhood program AND a minimum of 2 years recent experience supervising staff.
2. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
3. Must qualify for or possess a CA Department of Education Site Supervisor Permit.
4. A demonstrated proficiency in the use of computers and a variety of software programs including web-based platforms is required. At a minimum must be familiar with word processing, email and spreadsheet programs.
5. Prior 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 are recommended.
6. Ability to identify and assist with staff training needs.
7. Ability to obtain and maintain certification in Classroom Assessment Scoring System (CLASS).
8. Prior experience and a demonstrated ability to motivate, engage with and work effectively and professionally with adults and children from a variety of socio-economic backgrounds is required.
9. Must be able to provide effective and stable leadership that supports program continuity.
10. Must have good time management skills and be able to accurately prepare and maintain records and reports.
11. Must be able to work independently as well as participate as a collaborative team member.
12. Ability to work flexible hours and to travel for weekend and evening activities, trainings, conferences and in-service opportunities as needed.
13. 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.
14. 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.
15. Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed childcare facility.
16. Knowledge of Head Start Performance Standards and prior Head Start experience are highly desirable.
17. Bilingual ability (English/Spanish) is preferred.

#### **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 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.*