



## ***NEW*** **POSITION OPPORTUNITY** ***Site Supervisor***

Would you like to make a difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

As a Site Supervisor, the candidate will be accountable for the organization and management of an entire center or portion of a very large center. Key responsibilities include: Supervise, organize, and plan staff, child and parent activities; Observe and monitor classrooms for compliance and prepare related paperwork and reports; Implement programs that will maintain compliance with federal and state regulations and Agency Policies; Train staff on developmentally appropriate practices and agency policies and procedures; Counsel staff and parents regarding difficult experiences; Act as conciliator for case conferencing to all families; Communicate with community, school districts, and other agencies; Coordinate parent meetings and parent trainings; Act as liaison between staff and parents; Maintain budget within accepted limits; track purchasing and all other spending. Candidates for this position must be able to interface and work with other employees, parents and volunteers in a positive manner.

**Education requirements:** The minimum requirements are a BA/BS in Early Childhood Education or related field and at least a Child Development Site Supervisor permit plus 3 infant/toddler units. Bilingual Spanish is preferred.

**Experience:** A minimum of four years teaching experience in an Early Childhood, preferably an Early Head Start or Head Start Program. Leadership or supervisory experience preferred but not necessary.

We offer salary range is \$25.47 - \$25.99 per hour depending on education, excellent benefits, and the opportunity to serve the most vulnerable children and families in Orange County.

**Final filing date, June 26, 2018 at 5:00 p.m.**

**Apply now to join our team! Submit an application, resume and transcripts to:**

Orange County Head Start Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291. EOE

## **JOB DESCRIPTION**

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED,  
BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS  
REQUIRED OF AN EMPLOYEE

**JOB TITLE: *SITE SUPERVISOR***

**JOB CODE:** Pay Grade 5

**EXEMPTION STATUS: EXEMPT**

### **JOB PURPOSE SUMMARY**

Responsible and accountable for the planning, organizing, and supervision of the overall operation of a two classroom standalone center or three or less classrooms at a combined HS/EHS Center where a Center Director 2 is located. Includes: supervising and training of staff, parents, and volunteers, implementing programs to ensure compliance with performance standards, and overseeing activities, and emergency plans.

### **ESSENTIAL JOB DUTIES**

Supervise, organize, and plan staff, children and parent activities. Observe and monitor classrooms for compliance and prepare related paperwork and reports.

Implement programs to maintain compliance with performance standards, and ensure necessary changes are made.

Train staff on developmentally appropriate practices and agency policies and procedures.

Support in classrooms where needed by filling in for staff absences as well as during break and lunch periods. Support teaching staff in completing duties where necessary.

Counsel staff and parents regarding difficult work experiences. Act as conciliator for case conferencing to all families.

Communicate with community, school districts, and other agencies to supply parents, children, and staff with information, and other materials.

Coordinate all parent engagement activities in partnership with the Family Engagement Advocates and Parent Committee at the Center.

Act as liaison between staff and parents.

Maintain budget within accepted limits; track purchasing and all other spending. Maintain inventory of school equipment.

Prepare and maintain reports and records for all areas of operation.

Participate as part of the management team by attending meetings, assist in developing agency plans and working on agency committees.

Accountable for supervising employees' performance including preparation and presentation of performance reviews, and disciplinary action. Determine staffing requirements and perform selection interviews. Direct employees' adherence the organizations and departments policies, procedures, and practices.

Determine, approve, and coordinate training required to develop employees. Provide ongoing professional development and coaching using the agency approved practices for employees.

Perform CLASS observations in classrooms, document results and provide feedback for improving teaching practices in the classroom.

Oversees day to day operations of the whole center in the absence of the Center Director. *Only applies to large combination centers with 5 or more Head Start and Early Head Start.*

Perform additional assignments and duties as assigned by the Education Manager that will include special projects of a large scope and complexity and keep him/her informed on all Center and staff issues.

### **NON-ESSENTIAL JOB DUTIES**

Perform similar and incidental duties as required.

### **JOB QUALIFICATIONS**

**Education requirements:** The minimum requirements are a BA/BS in ECE or related field, a Child Development Site Supervisor permit and Bilingual Spanish is preferred. 3 Units in Infant/Toddler development required.

**Experience:** Minimum of four years' experience working in Head Start/Early Head Start and/or child development programs. Other experience preferred includes: working in bilingual/multicultural programs, working with low income and high risk families and children, developing and implementing training for parents and staff in child development and other related areas, experience monitoring curriculum for infants/toddlers and preschool children.

**Knowledge:** General knowledge of performance standards, child development, labor laws, personnel policies, and procedures.

**Language Skills:** Oral and written proficiency in English. Oral and written fluency in another language such as Spanish or Vietnamese preferred.

**Math Skills:** Basic math skills required.

**Other Skills:** Basic computer skills including ability to use word processing, spreadsheet, and budgeting software packages.

**Reasoning Abilities:** Ability to think and act quickly in emergency and non-emergency situations.

**Other Abilities:** Ability to work in a team environment. Demonstrated ability and experience in relating positively and effectively with children and families of various cultures, disabilities and social economic backgrounds.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

**REPORTING RELATIONSHIPS**

Reports to the Education Manager or Center Director depending on center assigned.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Daily contact with Education Manager and/or Center Director and Division Director Program Center Operations and other Head Start staff to obtain and provide information.

Routine contact with Human Resources and various employees in other service areas to exchange information and obtain support and services. Routine contact with vendors to purchase items or services.

Periodic contact with school districts or Regional Center for transition activities and disability information and services.

Routine contact with community agencies to provide training and services for parents and staff.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in office, classroom and playground environments.

**PHYSICAL DEMANDS**

Requires extended periods of time standing, walking bending and lifting to help the children as needed. Must be able to lift/carry/restrain a 40/50 pound child. May require periods of time in front of a CRT.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name