



## ***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 a two classroom center or portion of a very large (five or more classroom) 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.

We offer salary range is \$59,000 - \$60,000 annually depending on education, excellent benefits, and generous retirement plan, and the opportunity to serve the most vulnerable children and families in Orange County.

**Final filing date, Friday, July 23, 2021 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