



Job Description

Site Supervisor (Full Time/Part Time)

About JobTrain: JobTrain is a highly respected non-profit job training and placement center located on the Menlo Park-East Palo Alto border. JobTrain's Child Development Center/Preschool serves the children (ages 3-5) of our clients as well as those of other parents in the community. Our Preschool is a proud participant in the Quality Counts (formerly CA-QRIS) Consortium with an emphasis on quality of child development and readiness for school, as well as the high quality of our teachers, program, and environment. Our teachers use an emergent play-based approach to nurture and stimulate children's development. Our accredited career training and placement services, teen programs, and child development centers help change the lives of 6,000 people each year. We are dedicated to helping those who are most in need, succeed. Our services are low to no-cost for people who need our help.

Overview of position: The Site Supervisor is responsible for the administration of the Child Development Center for 24 preschoolers, including program activities and curriculum, personnel management, parental involvement and coordinating with the Director of Instruction and Career Development. The Site Supervisor is the leader of the day-to-day team of early childhood professionals dedicated to early learning and the enrichment of children. S/he prepares reports and ensures compliance with the California Department of Education and Community Care Licensing guidelines. This is a full-time position and reports to the Director of Instruction and Career Development.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Coordinate with the Director of Instruction and Job Development on the development, implementation, and evaluation of the center's program, in accordance with the needs of the children, and in compliance with requirements of funding sources and JobTrain policies.
- Train, supervise, plan, and coordinate work of staff, substitute teachers, volunteers and others involved as supportive staff in the program.
- Ensures coverage to maintain the ratio at all times.
- Complete Desired Results Development Profile Children and Family (DRDP) on all enrolled children at the required intervals.
- Coordinate with the Director of Instruction and Job Development in the planning of staff meetings, in service training, conferences and seminars.
- Oversee and assist in the creation of weekly and monthly curriculum.
- Assess children's needs and provide appropriate learning experiences based on each child's needs, interests and abilities.
- Maintain accurate records on all children in the program, including ongoing assessment, observations, and family contacts.
- Write reports on children's individual development and progress during the year or from the time of the last evaluation.
- Conduct orientation for new staff, substitutes and volunteers.

- Maintain records, complete forms, and provide reports as required in a timely and efficient manner.
- Assure proper maintenance of the facility, including overseeing gardening and custodial maintenance, so that the children are provided with a safe and clean environment.
- Purchase equipment, supplies and maintain a current inventory.
- Maintain ongoing, open oral and written communication with parents regarding their child's participation and progress in the program.
- Develop a cooperative and supportive team-model relationship with all staff members.
- Work cooperatively with parents to establish partnerships based on mutual trust and respect.
- Represent the center to visitors and in the community.
- Participate in recommended training programs, conferences, courses and other aspects of professional development.
- Other duties based on the daily program needs to ensure coverage and maintaining the ratio during daily activities.

PHYSICAL AND OTHER REQUIREMENTS

- Able to exert up to 50 pounds of force occasionally.
- Have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations and ensure safety of facilities.
- Able to work under pressure; emotionally stable to help children to develop healthy social and emotional behavior.
- Able to kneel, bend, stoop, or squat; and to the eye level of small 3 – 5 year old children.
- Sit on the floor when appropriate for children's activities like circle time and/or nap time.

QUALIFICATIONS

- Possess or be qualified for Site Supervisor permit.
 - Child Development Site Supervisory Permit or a Program Director Permit through CDE
- Directors Permit from Community Care Licensing.
- Minimum 2+ years managing a team of child care professionals, along with the ability to establish and maintain a budget and enrollment.
- Minimum 2+ years serving as a Site Supervisor.
- Strong background and demonstrated success with running high quality preschool programs.
- Fully knowledgeable of Licensing (Title 22 and Title 5 funding).
- Ability to operate a center within California Department of Education and Community Care Licensing guidelines with certificate: CDE Supervisor permit.
- Communicate well in English, both verbally and in writing.
- Knowledge of child development and appropriate curriculum for children ages three to five years.
- Function effectively as both a supervisor and teacher.
- Knowledge about the DRDP- Desired Results Development Profile Children and Family.
- Knowledge of CACFP: Child and Adult Care Food Program.
- Current health screening (done within 6 months), TB test, Hep Vaccine.
- BA degree in ECE/CD desirable.
- Spanish speaking desirable.

How to Apply:

Interested candidates should submit a cover letter and résumé to info@jobtrainworks.org.

Salary: DOE. Position includes health, dental, and life insurance, as well as optional 403(b) plan.

JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**