

**Site Supervisor
Grail Family Services
Job Description**

Job Title: Site Supervisor

Salary Range: 57,000-60,000 Annually + Benefits

Program: Grail Family Services Preschool (GFS)

Reports to: Child Development Center Director

Supervises: Grail Family Services Preschool Teachers and Teacher Aides

Grail Family Services Overview

Grail Family Services (GFS) partners with families, schools, and communities to promote children's success and well-being. We operate in a community where more than 50% of the children in local schools are not reading at grade level. At our preschool program, we strive to inspire a lifelong commitment to learning and to foster the intellectual, creative, social, emotional, and physical growth of all our students. We believe that strong partnerships with parents are the key to success. We support children's learning and development through innovative programs and partnerships that promote active learning and family engagement such as our Family Math Program, implemented in partnership with Stanford University's DREME Network and our Building Blocks of Parenting™ (BBP) App implemented in partnership with Santa Clara County Office of Education Head Start Program and FIRST 5 Santa Clara County. To fulfill our mission, we are part of several local, statewide, and national initiatives (Family Math, Economic Mobility). For more information, please see our website at www.gfsfamilyservices.org.

Be part of a creative and dynamic team that supports children's learning and development through innovative programs and partnerships:

- Help us bring early math to our children and families with our own Family Math Program in partnership with Stanford University's DREME Network
- Support family engagement with our own Building Blocks of Parenting™ (BBP) App in partnership with Santa Clara County Office of Education Head Start Program and FIRST 5 Santa Clara County.

Position Summary: Under the direction of the Child Development Center Director, the Site Supervisor is responsible for the daily operations for the Child Development Center per Title 5 and Title 22 regulations, maintains a safe and healthy physical environment for children enrolled, implements a quality curriculum, supervises and mentors center staff, works cooperatively with parents, and acts as a community resource in promoting the Child Development Center.

Examples of duties and responsibilities

- Adhere to all Grail Family Services and program personnel policies and procedures on a consistent basis.
- Assume responsibility for continued professional growth.
- Maintain excellent work habits (attendance, punctuality, time management, teamwork, etc.).
- Direct the daily operation and coordination of a childcare educational program per Title 22 and Title 5 regulations.
- Oversee and participate in the preparation, development, implementation, and presentation of lesson plans, curriculum, and instructional activities according to children's needs and educational standards.
- Train and evaluate the performance of assigned personnel, assign employee duties and review work to assure compliance with established guidelines and procedures.
- Assure the health and safety of children by following health and safety practices and procedures; oversee and participate in maintaining the childcare center in a safe, orderly, and clean manner.
- Act as a substitute for the Preschool Program Director or Teacher as needed.

- Apply all functions as a Teacher when in ratio of the classroom.
- Provide children with a developmentally, diverse and culturally appropriate learning environment to promote social, cognitive, physical, and emotional development.
- Manage the enrollment of the center and ensures compliance with state mandated ratios and capacity for maximum revenue; projects future enrollments to maintain full capacity and ensure appropriate documentation is gathered on children enrolled.
- Provide yearly performance evaluation and guide professional development plans of staff.
- Assesses and enhances the program as necessary and provides resources for the safety and well-being of children attending the center.
- Prepare and ensure center is maintained daily; replenishes materials as needed.
- Gather data and prepare required reports.
- Observe children's learning through the different parts of the Curriculum Framework; assesses children's current levels and progress using DRDP, ASQ, and ASQ-SE.
- Record information in compliance with food program.
- Oversee and direct the maintenance of children's files including progress reports, attendance, health and parent contact records.
- Provide support; acts as a parent resource and a liaison between staff and parents as needed.
- Provide support and community referrals for parents in need of health or social services.
- Plan and conduct monthly parent meetings.
- Act as a Mandatory Child Abuse and Neglect Reporter, as required
- Additional duties may be assigned as required.

Education and/or experience:

- Knowledge of policies and procedures of the California Department of Education, Child Development Division and the Department of Social Services, Community Care Licensing program regulations, funding terms and conditions (Title 5 and Title 22.)
- AA degree in Early Childhood Education plus 2 years of teaching experience; or BA degree from an accredited or approved college or university with a major emphasis in Early Childhood Education or Child Development and at least one year of teaching experience in a licensed childcare center or comparable group child care program.
- Possession of Site Supervisor permit or higher and 24 units ECCE/CD including core courses (Child Growth & Development, Child/Family /Community, Infant/Toddler and Programs/curriculum).
- Minimum of two years' experience working in an adult supervisory capacity in childcare programs.
- Experience teaching in a preschool or infant/toddler classroom setting, which includes 175 days of 3+ hours per day within a 4-year period.

License or Other Requirements:

- Must be 18 years of age or older.
- Proof of Influenza, Pertussis and Measles Immunizations
- Completed 16 hours of health and safety training and possess a current pediatric first aid card issued either by the American Red Cross or by a training program that has been approved by the Emergency Medical Services Authority and a certificate of completion of a course or courses in preventive health practices that includes nutrition.
- Proof of completion of Mandated Reporter Providers Training Certification
- Prior to employment, obtain either a criminal record clearance or exemption, to include both DOJ and FBI clearances as well as a child abuse index check (CACI), per Title 22 regulations.
- Current negative Tuberculin test and health report, per Title 22 regulations (obtained prior to start). Health report and TB tests need to be less than a year old than the date of hire and no more than 7 days old from the date of hire.

- Able to lift up to 30 pounds chest high.

Language Skills:

- Ability to read, analyzes, and interprets data and general business periodicals and governmental regulations in the English language.
- Must possess adequate communication skills to present facts and recommendations effectively, both oral and written.
- Bilingual-Spanish/English, preferred.

Salary and hours:

- This is a regular, exempt, full-time position (about 40-hours per week), with some evenings and weekend hours required
- Pay range for this position is \$63,000 to \$67,000 per year, depending on qualifications and experience.

Benefits:

- Medical, vision and dental insurance, valued at over \$6,000 per year, no employee shared cost.
- First year: 10 vacation days and 12 paid holidays with accrual based on 40 hours per week
- Generous sick leave policy: 8 hours per month with accrual based on 40 hours per week
- Eligible for 2 floating holidays per year after satisfying eligibility requirements
- 401(k) Retirement Plan, with employer match contribution
- This position reports to the Child Development Center Director

To apply:

- Please email cover letter and resume to jobs@gfsfamilyservices.org.

Grail Family Services is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.