

## Plaza Child Development Program

### Head Teacher/Supervisor

**Starting Salary:** Depending on education and experience

**Status:** Exempt / Full time

**Definition:**

Under the supervision of the Child Development Program Director & Child Development Associate Director for Centers, the Head Teacher/Supervisor will supervise all teachers and will oversee all childcare activities provided by all staff in childcare program.

**Specific Duties:**

- Responsible for the overall function of the Child Development center including the health and safety of the children, staff, parents, volunteers, vendors and visitors, etc.
- Monitor the Child Development Center according to the State Licensing requirements, Funding Terms and Conditions, Title 5, Title 22, Labor Law, etc.
- Maintain California's Desired Results for Children and Families including the supervision of the completion of Developmental Profiles, Parent Surveys and the Early Childhood Environment Rating Scale as well as the analysis of findings and creating the Action Plan.

**Duties:**

- Carries out mission, vision and values established by the President/CEO and Board of Directors.
- Participates in the overall agency Accreditation Improvement Process.
- Must have the ability to nurture respectful relationships with clients and children and must be sensitive to the client cultural and socioeconomic characteristics.
- Represents the agency during all site visits for Community Care licensing, Health, Food and other entities.
- Along with classroom teacher will assist in the development and implementation of age appropriate curriculum for all children in care.
- Responsible to assign and monitor teacher classroom scheduling lesson plans, activities and staff assignments.
- Ensures all required reports are maintained and submitted to appropriate parties, i.e. food, population, in-kind, and fiscal reports.
- Ensures the availability of supplies, i.e. classroom and office.
- Ensures that contract standards are met at all times.
- Coordinates staff and assists teachers with parent meetings.
- Assists in developing goals for program and individual classrooms.
- Communicates problems directly to Supervisor as needed.
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behavior, injuries and/ or illnesses to the Supervisor.
- Facilitates in the distribution of donations to clients.
- Supervises the development and implementation of all Child Care activities.
- Ensures curriculum, incorporates holistic, anti-bias, multicultural and age appropriate activities.
- Operates program within established budgetary parameters.
- Facilitates the assessment and counseling of children and families as needed. Refers cases needing additional service to social service staff.
- Monitors and maintains client file and assists staff in the compliance of file requirements.
- Substitute in the classrooms as needed.

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- Performs other duties as directed by supervisor.

### **Supervision**

- Supervises teachers, cooks, and administrative staff and facilitates the proper supervision of all Child Care Staff.
- Participates in the interviewing, selection, assignment, orientation and discipline of childcare staff, including volunteers,
- Conducts annual evaluation of teachers and recommends salary increases.
- Conducts regular supervision meetings and provides balanced feedback.
- Attends staff meetings, training and workshops as needed or assigned.
- Responsible for reviewing and submitting time cards, work orders, purchase orders and other supporting documentation.

### **Education/Experience**

- BA Degree in Child Development, Human Services or related field with 24 units in Child Development, 6 units in Administration and 2 units in Adult Supervision.
- Must hold a current Child Development Site Supervisor's permit.
- Must hold a current Child Care CPR and Child Care Preventative Health & Safety training certification.
- Three years of supervision experience working with families and children in a childcare facility.
- Knowledge to identify potential child abuse.
- Special skills/ knowledge /abilities
- Good communication and interpersonal skills.
- Bilingual (English/Spanish) preferred.

### **Special Requirements**

- Must have a reliable automobile for use on the job. (mileage to be reimbursed). Valid California Driver License. State required automobile insurance coverage.
- TB clearance, to be renewed every two years.

### **Physical Requirements:**

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

### **Childcare employees must be able to perform the following essential functions:**

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the childcare center or on the playground.
- Lift 30 pounds from the floor to a waist-high table when necessary.
- Reach a child 20 to 30 feet away within 30 seconds without endangering the staff person's health.
- Crouch to a child's height, maintain eye contact at the child's level, sit on the floor and stand tall enough to reach children on the highest piece of equipment. n
- Be aware of the cognitive, social and physical needs of children.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.
- Handle the responsibilities and routine stress often associated with providing childcare services.