



Site Supervisor Job Description

sonoma county

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 30 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

Position:	Site Supervisor	Wage:	\$24.00 - \$26.00
Department:	Childcare Services	Pay Basis:	Hourly
Reports To:	Director of Childcare Services	FLSA Status:	Non-Exempt
Hours/Week:	Full Time	Benefits:	Eligible at 1.0 FTE

Position Summary

The Site Supervisor supports the Director of Childcare Services in operations and in supervision of all the preschool staff. In collaboration with the other teaching staff, the Site Supervisor develops and implements a quality childcare program that helps develop children's physical, social/emotional, and cognitive areas of development. Provides leadership in the areas of curriculum, environment, and health & safety, and works effectively and professionally with children and their families, including modeling positive communication, nurturance, and discipline with children.

Distinguishing Characteristics

This classification must meet and maintain qualifications to meet State of California, Title 5 requirements (at minimum of Site Supervisor level in the permit matrix). This includes the completion of professional growth activities.

Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Staff/Volunteer Supervision and Development

- Provides supervision, support, recognition and training to childcare staff. Conducts staff evaluation process and plans succession strategies. Hires and schedules full-time, part-time and sub/relief staff in compliance with State of California, Title 5 Child Development Division requirements.
- Designs and implements professional development activities for staff and maintains State of California, Title 5 Child Development Division requirements; prepares annual growth plan and maintains records of professional growth activities.
- Works with the Staff/Volunteer Coordinator to provide supervision, support, recognition and training to program volunteers. Assists in maintaining an up-to-date listing of volunteer resources.
- Leads weekly staff meetings. Participates in regular manager and coordinator meetings with other YWCA staff, weekly meetings of program and counseling staff.

Program Planning and Evaluation

- Works with the Director of Childcare Services, program staff and planning committees to develop and maintain long range and/or short-range objectives which identify and define the needs of the children and addresses these through programming and advocacy. Conducts regular program evaluations ensuring that all client needs are being met according to YWCA policies and procedures, California Department of Education guidelines and California Community Care Licensing standards and regulations.

Program Implementation

- Supervises the development of relevant and appropriate curriculum plans, ensuring that such plans include appropriate materials in sufficient variety and quality, and incorporates culturally competent/multicultural materials and activities. Coordinates therapeutic and family services with clinical staff and interns.
- Oversees and manages the planning and implementation of the food program including breakfast, lunch and snacks in accordance with California Department of Education compliance guidelines.
- Supervises assessments and the maintenance of curriculum plans in individual and center records including twice yearly assessments of children's development and planning curriculum.
- In coordination with teachers and community resource advocate, develops and administers the parent education program. Plans and coordinates parent conferences. Follows through on issues and actions with parents and records outcomes from parent contacts. Coordinates parent outreach, Back to School, and Graduation events.
- Supervises children during indoor and outdoor activities as needed to maintain staffing ratios. May perform routine non-instructional activities related to the care of children, including clothing, feeding, and assisting with toileting.
- Manages the center, including collecting fees from parents, notifying appropriate staff of emergencies or injuries, maintaining required records, and arranging staff breaks and meal periods while maintaining appropriate staffing levels in compliance with the State of California, Title 5 Child Development Division requirements (1 teacher : 8 children).
- Administers the daily childcare program following Title 22 licensing regulations, State Title 5 regulations, and YWCA Center policies & procedures. Participates in program evaluation and works with other staff to implement any changes needed.
- Creates lesson plans and incorporates culturally competent/multicultural materials and activities. Oversees DRDP assessments (initial 60 days, then every six months) and parent-teacher conferences (every 6 months).
- Plans and leads field trips with an educational purpose and focus.
- Ensures children are released to authorized persons ONLY.
- Conducts monthly fire and earthquake drills and documents them appropriately.
- Implements positive discipline techniques, including discussing alternative ways to handle situations with children using positive tone and language, uses limited "time-outs," consults with Director of Childcare Services about sending child home in cases of "big hurts," and documents incidents with appropriate communication forms.
- Promotes and enhances children's development through nurturing and positive interactions, models positive interaction with children, showing respect and consideration for all, leads activities which promote children's self-esteem, including acknowledging and reinforcing positive behavior.
- Performs routine non-instructional activities related to the care of children, including clothing, feeding, and assisting with toileting.
- Models positive and professional communication with all parents and maintains family confidentiality. Follows through on issues and actions with parents, at the direction of the Director of Childcare Services, and makes appropriate reports as necessary.
- Maintains current first aid & CPR training and participates in YWCA in-service training, including Domestic Violence prevention training.
- Continues professional development to meet and maintain State of California, Title 5 Child Development Division qualifications for Site Supervisor position; maintains record of professional growth activities.
- Ensures all attendance sheets are signed in & out on a daily basis.

Compliance and Reporting

- Responsible for oversight of case/file management and documentation to ensure clear, unbiased and current information is gathered and maintained on behalf of client assessments and goal setting plans.
- Maintains records and statistics to assist in weekly, monthly, and annual report writing. Holds responsibility for all records, reports and files to ensure an above average audit by any and all auditing agencies.

Facilities Management

- Responsible for coordinating routine maintenance of assigned center including, but not limited to, plumbing, electrical systems, alarm systems, telephone/communication systems, interior and exterior structures and appearance, landscaping, furnishings, etc. Retains contractor services for maintenance needs.
- Oversees compliance with regulatory agencies including permits and safety inspections. Keeps facility maintenance schedules. Works with parents, staff and volunteers to maintain the center's environment in a safe, clean, organized manner.
- Maintains current first aid & CPR training and leads monthly fire and earthquake drills and reports. Conducts safety inspections and remediation of hazardous conditions. Resolves emergencies or injuries and maintains required records. Maintains an orderly work environment and performs tasks in a prescribed and safe manner.
- Performs other duties as requested.

Organizational Culture

A commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

Key Behavioral Traits

The consistent display of these behaviors is essential to continued employment:

- **Professionalism:** Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction, and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicates appropriately before implementing changes.

Prerequisite Qualifications

The candidate must meet the following criteria in order to be considered for employment in this position:

Must meet the Master Teacher/ Site Supervisor requirements of the California Department of Education, Child Development Division, for Title 5 child care center as follows:

- Must meet the Teacher requirements of the California Department of Education, Child Development Division, for Title 5 child care center as follows:
- *Must currently possess, or be qualified to apply for and be granted the Site Supervisor Permit:*
 - Option 1:* AA (or 60 units) including 24 ECE/CD units with core courses and 16 GE units, plus 6 administration units and 2 adult supervision units (350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults may be substituted for education).
 - Option 2:* BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting.
 - Option 3:* Admin. Credential with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting.
 - Option 4:* Teaching credential with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting.
- Must have at least one year experience working in a licensed child care facility.
- First aid and CPR certificates a plus.
- Prior to employment, obtain fingerprint clearance and pass TB testing
- Prior to employment, must pass pre-employment physical

- Prior to employment or within 30 days of employment provide proof of immunizations to influenza, pertussis and measles.
- Valid CA driver's license and current auto insurance

Knowledge & Skills:

- In depth knowledge of early child development, including needs of preschool children, and early child development stages
- General behavior management techniques
- Positive discipline techniques
- Indoor/outdoor recreational activities suitable for young children
- Standard English usage, spelling, grammar and punctuation
- Basic arithmetic computation;
- Universal Precautions and other safe work practices

Ability to:

- Communicate with children and adults from varied backgrounds, cultures, and socio-economic levels. Has the ability to work with children and families where English may not be the primary language.
- Direct age appropriate activities for pre-school age children, lead group activities using positive reinforcement and positive discipline.
- Handle and lift young children safely and Interact with students during recreational and classroom activities which require twisting, bending, pushing.
- Analyze situations accurately and adopt an effective course of action, including remaining calm in stressful situations. Apply general behavior management techniques effectively in a variety of situations;
- Learn and understand the dynamics of the cycle of domestic violence and prevention strategies.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner. Maintain and improve professional skills and knowledge.
- Establish and maintain cooperative working relationships with agencies and individuals contacted during performance of job duties. Be flexible and receptive to suggestions, input and change.
- Operate modern office equipment, including computer, phone, fax, copier, etc. Understand and carry out both oral and written instructions in an independent manner. Communicate effectively and tactfully in both oral and written forms.
- Administer basic first aid and CPR

Supplemental Qualifications

The candidate who possesses the following skill(s) is preferred over an otherwise equally qualified candidate:

- Proficiency in another language other than English, specifically, Spanish, or other locally significant languages

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Candidate must be able to lift up to 50 pounds
- Movement within preschool and office environment
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Frequently required to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with preschool aged children and maintenance of the child care center environment

YWCA Sonoma County offers a generous benefits package including paid sick leave, 16 paid holidays and a retirement plan. To apply, please send COVER LETTER along with resume to rrosetti@ywcasc.org