

Community Bridges / Puentes De La Comunidad
Family Services Senior Services Transportation Services
~ CHILD DEVELOPMENT DIVISION ~



Fairgrounds Child Development Center	2667 East Lake Ave. Watsonville
Nuevo Dia Child Development Center	135 Leibrandt St., Santa Cruz
Sycamore St. Child Development Center	121 Sycamore St., Santa Cruz
Redwood Mountain Child Development Center	7103A Highway 9, Felton
Vista Verde Child Development Center	1936 Freedom Blvd., Freedom

Posted on July 27, 2010

SITE SUPERVISOR / TEACHER
2 Positions Available

POSITION DESCRIPTION:

Under the supervision of the Director of the Child Development Division, Site Supervisor/Teacher will manage the daily operation of the childcare center, which comprise a State Preschool program as well as full day, year round preschool. Duties include supervision of staff and supervision of the health and safety of children. Comply with State Licensing regulations and the State of CA Child Dev. Division Terms and Conditions. Utilize computer to create documents and send and receive email. Perform teacher duties, plan and facilitate parent and staff meetings and provide regular reports to administration.

DUTIES AND RESPONSIBILITIES:

1. Supervise, plan and implement curriculum with team members that provides skills for school readiness in the areas of language, early literacy skill, creative expression, social/emotional development, science, pre-math skill, positive conflict resolution and independent thinking.
2. Familiarity with ECERS and manage annual self-study with this tool.
3. Familiarity with Desired Results and supervise staff in carrying out the criteria
4. Familiarity with CDD State Food Program and supervise all aspects in the Center.
5. Familiarity with NAEYC Accreditation standards, ensure all standards are met.
6. Familiarity with SEIU contract for union members, ensure supervisory compliance.
7. Provide orientation, training and supervision to staff, substitutes and volunteers.
8. Provide regular job performance feedback, coaching & modeling to staff. Document meetings w/staff pertaining to job performance concerns.
9. Provide annual written job performance evaluations and conference with staff.
10. Provide for the health and safety of children and adults to include a plan for responding to fire, a disaster such as earthquake or other emergency.
11. Maintain accurate attendance records and ensure that children are signed in/out daily.
12. Create computer documents in Word and Excel, send/receive email and file E-reports.
13. Complete regular statistical and attendance reports for administration and the State Food Reimbursement program.
14. Supervise and participate in housekeeping tasks and set-up and clean up of Center
15. Plan and conduct quarterly Parent Meetings on topics of interest to parents.
16. Comply with State mandates of *Desired Results for Families and Children* mandates as follows:
 - a) Conduct regular written observations of children in your primary care group to assess their strengths and needs and to document their developmental growth.

- b) Complete written observations on primary care group and link those observations to the 54 Developmental Profile criteria.
 - c) Complete Developmental Profile and Written Goals for every primary care child within 60 days of enrollment and every six months thereafter.
 - d) Use the Developmental Profile and Child Summary Sheet for Parent Conferences to share information and establish goals for child with parent.
 - e) Use the Developmental Profile and written goals to plan and implement developmentally appropriate curriculum and activities linked to goals of each individual child as well as the developmental needs and expressed interest of the group.
 - f) Tally Developmental Profiles for classroom group and create an Action Plan based on outcome of tally.
17. Complete annual program evaluation w/ECERS environmental rating scale.
 18. Schedule and facilitate quarterly Parent Advisory Council (PAC) meetings to ensure that parents can provide input into how the program meets their children's needs.
 19. Maintain professional competence through participation in Early Childhood Education conferences, training's and workshops.
 20. Communicate effectively and respectfully with parents, volunteers and other staff at the center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles.

MINIMUM REQUIREMENTS:

Knowledge of:

- Pediatric first aid and CPR certification.
- Report preparation and record keeping.
- Use of E-mail and word processing.
- Fluent bilingual English/Spanish preferred, and required for opening or closing positions (must pass test administered by Human Resource Dept.)

Ability to:

- Direct the work of teachers, volunteers and substitutes.
- Teach and supervise young children in a nurturing and respectful manner.
- Plan, organize and direct classroom activities.
- Utilize computer programs to effectively respond to job requirements.
- Work independently, effectively and provide responsible leadership.
- Work cooperatively and effectively with other staff, parents and representatives of community organizations and agencies.

OTHER REQUIREMENTS:

- Be fluently bilingual/biliterate in English and Spanish preferred and pass the bilingual/biliterate test given by the Human Resource Dept.
- Possess a valid CA driver's license, adequate vehicle insurance and reliable transportation in order to attend to business away from Center.
- Qualify for or hold a Child Development Site Supervisor Permit. (a waiver may be granted for up to 1 year through CDD to attain Site Supervisor permit requirements, educational plan & the supervision requirement.)
- Qualify for or have an A.A. or A.S. Degree. To qualify: 60 units with 24 ECE units including core courses, plus 6 units in *Administration and Supervision of a Child Care Program* and 2 units in *Supervising Adults in a Child Care Center*.
- Ability to move quickly, turn, sit, stoop, bend, kneel and stand throughout the day.
- Strength to lift up to 40 lbs.

LICENSING REQUIREMENTS:

- A minimum of two recent years experience as a teacher in a preschool setting.

- Completion of Health & Safety Class to include valid CPR certification and Pediatric First Aid training certification or willing to obtain certification within 30 days of employment.
- Be fingerprinted and have a clear criminal background check prior to beginning employment.
- Must be Health Screened and TB tested within 7 days of employment.
- Sign a “Mandated Reporter”, which mandates employee to report suspected child abuse.

RATE OF PAY: Community Bridges has a 10-step salary schedule. Step increments are spaced 12 months apart. Annual salary range is \$33,758-\$37,315 DOE, plus a \$0.50/hr bilingual/biliterate differential after passing test administered by the HR Department.

BENEFITS:

For employee-: paid medical, dental, vision, & life insurance. This benefit package valued at \$6489.96/year.

First year: 12 vacation days and 14 holidays

Sick leave: Eight hours/month, with accrual based on 40 hour work week.

401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month probationary period, effective during open enrollment period.

HOURS: Position is regular status. Hours to be arranged, 40 hours per week.

Employees may be transferred to another Center or have their assigned shift adjusted if needed. There will be required staff meetings, parent/teacher nights, and staff training in the evening and an occasional Saturday work day. Attendance at required meetings is mandatory and a condition of employment.

TO APPLY:

Pick up a job description and application at COMMUNITY BRIDGES, 236 Santa Cruz Ave., Aptos, CA. 95003 or download from our website www.communitybridges.org or contact Lorena P at lorenap@cbridges.org.

Resumes can be attached to CB employment application, but will not be accepted in lieu of application.

Please provide college transcripts/AA or BA degree as an attachment to your application.

APPLICATION DEADLINE:

Completed application form must be returned to COMMUNITY BRIDGES by August 6 , 2010 by 5:00 PM.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

Update benes language 6/09; 7/2/09; 11/6/09;7/27/10