

# JOB ANNOUNCEMENT BULLETIN

## NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642



### **SITE SUPERVISOR 9510-0714-OC**

**SALARY: \$17.46 - \$27.23 per hour (Depending on enrollment & education level)**

**EMPLOYMENT OPPORTUNITY:** Various openings

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

### **CONTINUOUS POSTING**

Application must be fully completed (per instructions), signed, and dated when submitted. Also attach official transcripts from an accredited college or university showing educational attainment; a copy of your Site Supervisor Permit (or higher level permit); and responses to Supplemental Questionnaire (page 4 of this announcement) to receive consideration.

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

### **JOB DUTIES & RESPONSIBILITIES:**

Supervises all aspects of day-to-day operations of a center-based program; supervises and leads a team of Teachers, Associate Teachers, & Teacher Assistant Trainees; plans, organizes, and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve outlined goals and objectives; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures; establishes performance requirements and personal development targets; provides coaching for performance improvement and development; subject to the Senior Director of Human Resources' concurrence, takes disciplinary action to address performance deficiencies in accordance with the Agency's personnel policies; ensures that the classroom curriculum is developmentally appropriate and focuses on the needs of the individual child; monitors classroom instruction and assists teachers in the acquisition of knowledge and skills for effectively delivering a developmentally appropriate curriculum; reviews educational assessment plans for individual children and classroom lesson plans; establishes and communicates program goals, objectives and strategies; implements systems to ensure children's attendance is accurately recorded and forwarded to the CEU for PROMIS input; collaborates with multidisciplinary team members and community-based agencies and organizations to ensure delivery of needed services to children and families; facilitates mainstreaming children with special needs; coordinates home visits; develops and manages center budget; initiates and maintains community partnerships and collaborations;

**JOB DUTIES & RESPONSIBILITIES (cont.):**

Participates in developing and conducting the community assessment; is responsible for recruitment, application screening, and enrollment of center children including children with disabilities; provides assistance to families interested in becoming self-sufficient; coordinates parent meetings and trainings; monitors classroom child/adult ratio in compliance with state, local, and federal standards; requisitions supplies and services to support center operations; conducts staff meetings, convenes parent meetings, open house, and other community meetings as appropriate; recruits families for the Head Start Program as required by Performance Standards and performs other related duties as assigned.

**MINIMUM QUALIFICATIONS (HEAD START):**

**Education, Experience, & Training:** An Associate's Degree in Child Development/Early Childhood Education and at least a Site Supervisor Permit; plus six (6) units of administration, two (2) units of adult supervision, and must have two years classroom teaching experience with six (6) months adult supervisory experience; **or** A Bachelor's Degree with 12 units of ECE, three (3) units of supervised field experience in early childhood education setting, or teaching or administrative credential with 12 units of ECE, plus three (3) units supervised field experience plus at least a Site Supervisor Permit and one year of classroom teaching experience coupled with adult supervisory experience.

**MINIMUM QUALIFICATIONS (EARLY HEAD START):**

Incorporated to what is listed above, must also have successfully completed at least 3 semester units related to the care of infants and toddlers and at least 6 months experience in a licensed infant/toddler care center.

**Knowledge of:** Principles and practices of supervision; principles and practices of program administration, including budgeting; fiscal management and knowledge of local, state, and federal regulations respective to areas of responsibility including, but not limited to, ERSEA procedures for support service staff and Performance Standards.

**Ability to:** Exercise sound, independent judgment within general policy guidelines; operate a computer, spreadsheet and database software applications; and operate other standard office equipment; communicate clearly and concisely both orally and in writing with people of various educational, socio-economic, and cultural backgrounds.

**Licenses & Certifications:** Valid California Driver's License; Certification in Pediatric First Aid and CPR must be met within 90 days of employment; Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB and Physical).

**PHYSICAL & MENTAL DEMANDS:**

Employee is required to stand, bend or stoop for long periods of time; sit, stand, talk or hear in person and by telephone, use hands to finger, handle and feel computers and other standard office equipment, and reach with hands and arms; and may occasionally have to lift up to 50 pounds. This job includes close vision and the ability to adjust focus; use written and oral communications skills; read and interpret information and documents; analyze and solve problems; observe and interpret people and situations.

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**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**

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**FILING APPLICATIONS:**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL:**

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS:**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**HOURS:**

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

**INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

**CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

# **SUPPLEMENTAL QUESTIONNAIRE**

## **SITE SUPERVISOR**

### **IMPORTANT INFORMATION & INSTRUCTIONS**

This supplemental application is designed to provide you with the opportunity explain your background and qualifications for the position of **Site Supervisor** in more detail. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. Please complete each section fully.

The most suitable candidates will be invited to participate in other examination segments of the selection process.

Your response to each of the questions must be **no longer than** one (8.5" x 11") type-written or legibly printed (12 pt. standard type). **Additional pages will not be considered.**

**RESUMES, OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION, ARE NOT ACCEPTABLE.** Illegible, incomplete, or vague responses may disqualify your application, or reduce the credit given for your qualifications.

All sample material submitted with the supplemental application for our review **will not be returned.**

1. **What are you looking for in your next job? What is important to you?**
2. **Do you have experience working with Infant and/or Toddlers in a licensed facility? If so, how many years of experience?**
3. **Please provide an example of your ability to develop, implement, and monitor work plans to achieve assigned goals and objectives.**
4. **Please describe the processes you have used to ensure that the classroom curriculum was developmentally appropriate and focuses on the needs of the individual child.**
5. **Have you ever had to deal with a staff member who wasn't following established protocols? What did you do and what was the outcome?**
6. **Describe your computer application skills. List, by name, the software applications with which you have experience and indicate your level of proficiency with each one listed.**

### **CERTIFICATION**

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_