



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through
Empowerment, education and wellness from our house to yours.*

JOB ANNOUNCEMENT

SITE SUPERVISOR IV

DATE POSTED: 08/17/16

APPLICATION DEADLINE: Until Filled

Position no./ Range: 9511/51.50

Union Status: Non- Union

Starting Pay/ Range: \$22.35-\$24.67 per hour

Status/ Hours: Full-Time/Exempt

Hours of Work: 8:00am-5:00pm

No. of Weeks: 45

Location: 4111 Home Ave, Suite F, SD, CA 92105

Dept./ Program: Area 3/Head Start

Basic Job Assignment:

Under supervision of the Area Director, supervises all aspects of day-to-day operations of a center-based program; adheres to the core values of the Agency and NAEYC Code of Ethical Conduct for Early Childhood Practitioners and Professional Practice, Performance Standards, required Head Start competencies, National Association of Social Workers Code of Ethics or other professional codes.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of and ability to understand the principles of program supervision, and evidence-based family support practices; human development, especially social and emotional development of children and adults; 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. The ability to work effectively and respectfully with staff and families; exercise sound, independent judgment within general policy and procedural 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

Qualifications:

- 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 a Site Supervisor Permit and one year of classroom teaching experience coupled with adult supervisory experience.
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical) as well as provide proof of immunity to measles and pertussis, and must obtain an influenza vaccination, or provide a medical exemption.



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Example of Major Functions:

- 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;
- Assist in implementing weekly lesson plans, which integrate activities that are developmentally appropriate for preschool children and that reflect the NHA Child Development Program, Head Start curriculum and philosophy, and comply with the Performance Standards and Title 5 Education Code;
- 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.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

BENEFITS:

Eligible employees receive the following 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.

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. 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. 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.

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



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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: _____