



# 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 III- JOHNSON HEAD START / EARLY HEAD START

**DATE POSTED:** April 12, 2018

**APPLICATION DEADLINE:** OPEN UNTIL FILLED

Position no. / Range: 9510/ 49.0- 53.0\* (*\*Depending on education level*)

Starting Pay: \$20.31-\$27.31      Union Status: Non- Union

Hours of Work: 8a- 5p      Status/ Hours: FT / Exempt

Location: 5760 Luber St., San Diego, CA 92114      Dept. Program: Area 3/ Head Start

Site Supervisor III	AA or No Degree	Position # 9510 – Salary Range 49.00
Site Supervisor III	BA	Position # 9510 – Salary Range 50.50
Site Supervisor III	MA	Position # 9510 – Salary Range 53.00

#### **POSITION PURPOSE:**

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.

The Site Supervisor position has four levels. Levels are based on the number of children enrolled at the center in which the Site Supervisor is assigned as indicated below:

Position Levels	Approved Children Enrolled
Site Supervisor I	20 - 40
Site Supervisor II	41 - 80
<b>Site Supervisor III</b>	<b>81 - 120</b>
Site Supervisor IV	121 - Above

The revised recommendation is based on the difference between the numbers of children enrolled. The disproportion levels between the SS I and SS II are greater than that of the SS II and SS III and the SS III and SS IV. The recommended revision keeps the proportion of the number of children enrolled consistent between SS levels.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of principles and practices of supervision; Early Head Start/Head Start Program Performance Standards; 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; and the challenges and needs of low-income, under-represented children and families. The ideal candidate will also have the ability to plan and administer the required program services for children and families; collaborate effectively with program administrators, program staff, community partners and stakeholders; engage in ongoing assessment of the quality of services provided; cooperate successfully as a member of a team; provide staff training and development, including on-site consultation, coaching, and mentoring; provide administrative and reflective supervision; speak and write with clarity; maintain



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records and prepare reports; Exercise sound, independent judgment within general policy guidelines; operate a computer, spreadsheet and database software applications, and other standard office equipment; communicate clearly and concisely both orally and in writing with people of various educational, socio-economic, and cultural backgrounds. The ideal candidate will also have experience working in a culturally and ethnically diverse environment demonstrating cultural competence, awareness, and sensitivity.

### **Qualifications:**

- At least a BA degree in Child Development / Early Childhood Education preferred;
- Site Supervisor (or Program Director) Permit required;
- At least twelve (12) units of ECE required;
- At least three (3) units of infant and toddler course;
- At least three (3) units of supervised field experience in an Early Childhood Education setting; or possession of a Teaching or Administrative Credential with 12 units of ECE;
- At least three (3) units supervised field experience;
- One year of classroom teaching experience coupled with adult supervisory experience is required;

**-OR-**

- At least a MA degree in Child Development / Early Childhood Education;
- Site Supervisor (or Program Director) Permit with twelve (12) units of ECE;
- At least three (3) units of supervised field experience in an Early Childhood Education setting or possession of a Teaching or Administrative Credential with 12 units of ECE, plus two (2) units supervised field experience;
- One year of classroom teaching experience coupled with adult supervisory experience is required.

**-AND-**

- Experience operating a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment;
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical, and immunizations);
- Current First Aid CPR certification or the ability to obtain within the first 90 days of employment;
- Experience working with low income and underrepresented communities is highly desirable;
- For Early Head Start positions, candidates must have successfully completed at least three (3) semester units related to the care of Infants/ Toddler and the above referenced experience must be in an infant/toddler center.

### **Example of Major Functions:**



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- Supervises all aspects of day-to-day operations of a center-based program;
- Supervises and leads a team of master teachers, teachers; associate teachers and teacher assistants;
- Plans, organizes, controls, integrates and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve goals and objectives;
- Participates in the development of and monitors performance against the annual section budget;
- Supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards;
- Plans and evaluates the performance of staff; establishes performance requirements and personal development targets;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Subject to the Vice President of Human Resources' concurrence, takes disciplinary action to address performance deficiencies, in accordance with the Association'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 insure 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;
- Responsible for mainstreaming children with special needs;
- Monitors classroom instruction and assists teachers in the acquisition of knowledge and skills for effectively delivering a developmentally appropriate curriculum;
- Coordinates home visits;
- Develops and manages center budget;
- Initiates and maintains community partnerships and collaborations;
- Participates in developing and conducting the community assessment;
- 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 training;
- Ensures 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;



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

### APPLICATION SUBMITTAL INSTRUCTIONS:



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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). 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](mailto: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.*

### **ABOUT NHA**

The Neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

### **BENEFITS:**

Eligible employees receive the following benefits:

- Vacation & Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan (w/ 6% company match);
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Tuition Reimbursement;
- Social Security;

*\*Medical and dental benefits are provided to regular employees who are regularly scheduled to work a minimum of 30 hours per week.*

### **INTRODUCTORY PERIOD:**

All regular appointees serve a six (6) month 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).

**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: \_\_\_\_\_