



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

To enrich lives through a continuum of education and wellness services.

JOB ANNOUNCEMENT

SITE SUPERVISOR I

DATE POSTED: October 11, 2018 **APPLICATION DEADLINE:** OPEN UNTIL FILLED

Position no./ Range: 9508/ 46.50 – 50.50 **Union Status:** Non- Union

Starting Pay/ Range: \$18.41 - \$24.76 p. hr. **Status/ Hours:** FT / Exempt

Hours of Work: Monday- Friday 8:00a- 5:00p **No. of Positions:** 1

Location: 4344 Ocean View Blvd., SD, CA 92113 **Dept. / Program:** Head Start

Site Supervisor I	AA or No Degree	Position # 9508 – Salary Range 46.50
Site Supervisor I	BA	Position # 9508 – Salary Range 48.50
Site Supervisor I	MA	Position # 9508 – Salary Range 50.50

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 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. The ideal candidate will also have the 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. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- Associate’s Degree in child development/early childhood education plus a Site Supervisor (or Program Director) permit, plus six (6) units of administration and two (2) units of adult supervision;
- A minimum of two (2) years classroom teaching experience with six (6) adult supervisory experience; **OR**
- A BA degree w/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 Site Supervisor (or Program Director) Permit and one year of classroom teaching experience coupled with adult supervisory experience.
- A valid California driver’s license and use of an automobile;
- Certification in Pediatric First Aid and CPR must be met within 90 days of employment.



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- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, immunizations, TB, and physical).

Example of Major Functions:

- 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;



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- 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;
- 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.



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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. 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.*

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;
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Social Security;

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

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