

Delta Sigma Theta Head Start/State Preschool
JOB ANNOUNCEMENT

JOB TITLE: TEACHER II (SITE SUPERVISOR OPTION)

Date Posted:	July 12, 2010
Closing Date:	July 23, 2010
Exempt:	No
Department:	Program Operations
Reports to:	Area Supervisors
Location:	Various
Salary:	\$ 2,954.00 + 10% and excellent benefits

GENERAL FUNCTION

The Site Supervisor manages at the Center Level the day to day operation of the preschool center. A site supervisor supervises teachers and teacher assistants. The primary goal of the site supervisor is to assist the staff in providing a quality preschool experience.

These general functions will be carried out in keeping with the Goals and Mission of the Delta Sigma Theta Head Start/State Preschool Program.

GENERAL RESPONSIBILITIES AND SPECIFIC DUTIES

- Ensures daily that the overall program quality offered at the Center Level adheres to all State laws and licensing regulations, the Federal Head Start Performance Standards, Delta's Personnel Policies and Procedures and instructions from the Area Supervisors.
- Provides direct supervision of Teachers, Assistant Teachers, Substitutes, and Volunteers assigned to the Center.
- Plans and conducts Staff Meetings at least twice a month. Provides Area Supervisor with planned agenda prior to the meeting and with minutes after each meeting. The Staff Meetings will include center issues and planning.
- Implements the curriculum model used by the program. Ensures that the center environment (indoors and outdoors) is developmentally appropriate, safe, and offers children a wide variety of experiences.
- Monitors the required screenings and ongoing assessment of children as required by the Head Start Performance Standards.
- At the Center Level attends monthly Parent Meetings which includes topics in Curriculum Planning.
- Provides Area Supervisors with the planned parent education topics, speakers and other issues to be discussed in advance.
- Participates in community collaborations including the local school districts.
- Implements the Federal Performance Standards for Children with Disabilities in the Head Start Program (1308) with assistance and input from the Area Supervisor.
- Keeps the Area Supervisor informed of any problems or concerns related to the operation of the center.
- Substitutes in a classroom, as needed, when substitutes are not available. Review and be knowledgeable about personnel policies, program procedures, and standards for each job role you supervise. Submit monthly site meeting agenda, teacher monthly reports,

JOB TITLE: Site Supervisor

classroom parent sign in sheets, volunteer sign in sheets, and classroom supply order forms, on Time, Complete and Accurate.

- Monitor, Teacher's, Assistant Teacher's performance. When issues and/or questions arise about progressive discipline, consult with Area Supervisor prior to taking action.
- Performs and coordinates the administrative function at a Head Start/State preschool center.
- Involves parents in educational activities of the Program to enhance their role as the principal influence on the child's education and development.
- Develops a plan to insure safety of the children within the group in utilizing indoor and outdoor facilities.
- Inspects facilities for hazardous conditions and unsafe equipment and materials and removes all debris, hazardous unsafe equipment and materials.
- Supervises activities of children to insure their safety.
- Attends all required In-Service Training, and Orientations, Workshops, Webinars.
- Serves as a Center contact person for Department of Social Services Licensing and emergency situations.
- Participates in the planning and implementation of a parent involvement program at the site. Serves as a resource person to the parent group.
- Assists with parent orientation on the agency's program philosophy, goals, and objectives.
- Emphasizes the importance of the policies and procedures that structure the program activities and the organizational structure.
- Performs other duties as assigned

EDUCATION and EXPERIENCE

- BA/BS or an advanced degree in Early Childhood Education or Related Field
- Site Supervisor California Teaching Permit Required
- Two to three years of managerial experience

OTHER SKILLS AND ABILITIES

- Must have strong written and verbal communication skills.
- Must demonstrate computer literacy
- Must be willing to increase basic knowledge of Child Development and Early Childhood Education, as well as techniques of working with children with special needs and their families.
- Must have knowledge of and the ability to comply with applicable laws and regulations.
- Must demonstrate a strong appreciation of human growth at all levels including children, parents, staff and community.
- Must demonstrate sound judgment, supervisory and administrative skills.
- Must be self-motivated and able to work with a minimum of supervision.
- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, martial status, veteran status, sexual orientation, disability or socio-economic level.
- Must be able to guide and direct the work of others, when applicable.

JOB TITLE: Site Supervisor

- Must keep informed of current Early Childhood Education practices and participate in training, workshops and classes.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

SCREENING

The screening will consist of a review and evaluation of employment application for minimum qualifications as specified above. Qualified candidates will be invited to an interview, which may consist of an oral examination/interview, a written/performance test or other test determined by management.

All potential employees need to be approved by the Advisory Board of Directors and Parent Policy Committee.

SPECIAL INSTRUCTIONS

In order to be considered as a candidate for this position, please file an official application at the following location:

**DELTA SIGMA THETA HEAD START/STATE PRESCHOOL
5120 Goldleaf Circle Suite 270 Los Angeles, CA 90056**

Contact Person: Karla Beltran

Tel: 323 295-2601

Fax: 323 299-4627

Please submit resumes, copies of degrees, transcripts and credentials with your application.