

Site Supervisor/Center Director

Alameda Family Services

Alameda Family Services is a non-profit agency providing comprehensive services to youth, families and children in the City of Alameda.

Early Childhood & Family Support Services

Early Childhood & Family Support Services (ECFS) programming connects individuals and families to resources in the community that support access to education opportunities and needed health and family services. Case management is provided to individuals, families, and seniors and to those enrolled in our federal and state funded child development programs that provide comprehensive services to qualifying pregnant women and families with children birth to 5 years of age. Child development, health and family support services are provided through a variety of unique program options designed to meet the individual needs of children and families.

Job Summary:

Under the supervision of the Child Development Services (CDS) Manager, Site Supervisor and Center Directors are responsible overseeing the daily operations of a high-quality classroom and child development program. Site Supervisor/Center Directors will ensure active Parent, Family and Community Engagement (PFCE) and coordinate on-site services provided by specialist, consultants, health care provides, early child care professionals and coaches. In smaller centers, with a staff of no more than ten staff members, Site Supervisors may also be required to provide child development services in a classroom setting. Center Directors will be employed to oversee larger and/or multiple smaller sites. Site Supervisor/Center Directors will supervise and provide direction to teachers and other site-based direct services staff that supports a coordinated approach to service delivery that ensures the health and safety of staff, children and families in accordance with the Head Start Program Performance Standards (HSPPS), State of California Department of Education (CDE), Community Care Licensing (CCL), Child-Adult Care Food Program (CACFP), HIPPA and other related regulations.

General Responsibilities

1. Oversee the daily functions of childcare center(s) and provide direction and supervision of staff that supports high-quality child development services and ensures healthy and safe learning environments.
2. Supervise and provide direction to Teachers, Assistant Teachers, Teacher Aides, Interns, and coordinate on-site services provided by Early Childcare Specialists, Family Childcare Advocates, and Family Advocates.
3. Implement ongoing monitoring practices that support positive teacher-child interactions across all domains of early child development and ensure curriculum fidelity.
4. Ensure that classroom and child development activities are in keeping with the program's curriculum and philosophy (Creative Curriculum, Anti-Bias Curriculum and Developmentally Appropriate Practices,) and reflect and respect the individual development and diversity of the program's children, families and staff.
5. Ensure that classrooms are safe, nurturing, welcoming for all children and parents in the program, including children with disabilities and special needs.

6. Utilize, monitor and support active supervision strategies to ensure that no child in our care is left unsupervised and maintain safe classrooms and playgrounds in compliance with federal, state and local health and safety regulations.
7. Ensure high-quality food services and accurate recording and reporting of children's participation in meals.
8. Ensure timely completion of required paperwork, including curriculum development; screenings, assessments and referrals; goals and progress notes; children's files; database and tracking reports; home visits and parent meetings and conferences; in-kind documentation; time sheets and equipment and supply inventories.
9. Conduct classroom observations, facilitate referrals and assist in coordinating support services provided by interns, consultants, and specialists working with the agency, program and/or individual child.
10. Support on-site Parent, Family and Community Engagement including hosting Parent Committee meetings and working with the PFCE Coordinator and Policy Council Representatives.
11. Monitor and ensure completion of all required paperwork in a timely manner, including lesson plans, initial screenings, notes, ongoing assessments, referrals, individualized education plans, and school readiness goals.
12. Work with, contribute to, and serve as a member of a multi-disciplinary team by encouraging and facilitating problem solving strategies; accepting supervision, and working closely with direct service staff, program management, agency administration, community partners, parents, coaches & consultants to ensure high-quality services and implementation of best practices
13. Assist in ensuring compliance with emergency health and safety policies, procedures and protocols (including but not limited to COVID-19 response services).

Knowledge, Skills, and Experience

- Minimum of five years of experience working in a childcare setting required.
- Head Start/Early Head Start or experience in early childcare setting preferred.
- California Department of Education (CDE)
- AA Degree in Early Childhood/Human Development or related field required.
- Site Supervisor or Program Director Child Development Permit required.
- Experience conducting Early Childhood initial screenings and ongoing assessments required.
- Experience using ECERS, ITERS, and/or PITC rating tools required.
- Experience using the Desired Results Developmental Profile (DRDP) required.
- Knowledge of CLASS required, certification preferred.
- Knowledge and use of ChildPlus and Learning Genie data systems preferred.
- Ability and desire to work as part of a team in a culturally diverse environment.
- Positive, professional and courteous work demeanor.
- Second language skills are desirable.
- Must be at least 18 years of age.

Compensation & Benefits

Classification:	Non-Exempt : Hourly
Hours:	40 Weekly including a paid ½ hour lunch
Paid Holidays:	Up to 11+ Days/Year depending on schedule and FTE
Vacation Accrual Rate:	9.23% (Approximately 24 days per year for full-time position.)
Sick Leave Accrual Rate:	4.62% (Approximately 12 days per year for full-time position.)
Health Benefits:	Medical & Dental Insurance Coverage
Professional Development:	Training & Professional Growth & Development opportunities.

Optional Savings Plans: Section 125 and 403b Retirement

Starting Range: \$21.75 - \$25.62 (Depending on position, degree and years of experience)

Equal Opportunity Employment

Alameda Family Services does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.