

Twin Rivers Unified School District

POSITION TITLE: EARLY CHILDHOOD DEVELOPMENT CHILDREN'S CENTER SITE SUPERVISOR (CCSS)

Range: Early Childhood Development Salary Schedule

PRIMARY FUNCTION: Under the direction of the Child Development or Site Administrator, the Children's Center Site Supervisor (CCSS) provides leadership and coordination for a team of teachers, assistants and students in multiple early childhood/school-age classrooms.

ESSENTIAL JOB FUNCTION:

- Responsible for modeling the development, planning and implementation of the Preschool Learning Foundations.
- Ensure compliance of all funding terms and conditions for preschool and school-age children, including students with special needs.
- Keep current on research and best practices related to early childhood development education.
- Maintain assessment data on all students in academic, social, emotional and physical domains, and provide appropriate curriculum and instruction, including students with special needs.
- Develop partnerships with parents and refer families to appropriate district support personnel, student study team, program coordinator or principal as needed.
- Support parents' role as their child's "best first teacher" by encouraging parent participation in family literacy at home.
- Support and train teachers, assistants, and ROP students in their work with the children.
- Collaborate with all school personnel for the benefit of the students enrolled.
- Plan and participate in Children's Center and school events.
- Complete reports with accuracy and promptness.
- Ensure children's nutritional needs are met.
- Implement Community Care Licensing regulations.
- Excellent skills in documentation, record keeping, planning, organization and observing.
- Excellent skills in oral and written language.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

The Children's Center Site Supervisor must have knowledge in the following areas:

- Preschool Learning Foundations, Desired Results Assessment Tools and ECE/school-age curriculum.
- State and federal regulations related to the daily operations of an early childhood/school-age Children's Center including licensing regulation, education regulations, child abuse reporting requirements, and public health and sanitation codes and requirements.
- Safe and appropriate activities for children ages Pre-K through 6th grade.
- Understanding of cultural awareness and sensitivity.

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EXPERIENCE

Prior job related experience required consistent with the state Child Development Permit Matrix. Minimum of two years of supervisory experience in a licensed CDE funded ECE program. Previous Leadership positions preferred.

EDUCATION

Minimum Master Teacher Permit authorized by CCTC. AA degree or higher preferred.

LICENSE

A current California Drivers' License and proof of insurance.

Health/Licensing Requirements:

- Certified in First Aid and CPR
- Physical / TB test clearance
- Pre-employment fingerprint clearance

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

WORK YEAR:

In accordance to funded program contract requirements.