



## Site Supervisor/Head Teacher

POSITION: Site Supervisor/Head Teacher

SUPERVISOR: Program Director

PURPOSE OF POSITION: The Site Supervisor's primary responsibility is to develop program curricula and implement program activities as well as supervise staff and insure the safety of the children participating in the program.

QUALIFICATIONS:

1. A valid Children's Center Site Supervisor Permit is required.
2. At least two years of teaching experience in a licensed childcare center or comparable setting is preferred.
3. Excellent communication skills, and experience working with school age or preschool children, and ability to develop positive relationships with children and parents/guardians of differing socio-economic and ethnic backgrounds.
4. Ability to work under direction and be self motivated.
5. Must possess a valid California driver's license with insurance, and be insurable under the Network's policy.
6. Must pass a criminal record and Child Abuse Index check, and have a current TB clearance.

DUTIES:

1. Supervise children ensuring a safe and nurturing environment. Facilitate daily activities. Recruit, schedule and supervise staff and parent volunteers.
2. Develop program policies, curriculum, and activities consistent with sound early childhood education practices in collaboration with the Program Director.
3. Conduct parent orientations and enrollments. Schedule and attend parent meetings. Schedule and attend staff meetings, and conduct new staff orientations.
4. Ensure that the required attendance records and other paperwork is current and complete for each child.
5. Interact with Community Care Licensing during site visits and other contacts.
6. Convey community program needs and issues to the Program Director as needed.
7. Establish and maintain working relationships with partner agencies in the community.
8. Other duties as assigned.

Applications invited from all qualified individuals without respect to race, ethnicity, gender, sexual preference, physical capabilities, and other personal characteristics.

If hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any

assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director.

I HAVE READ AND UNDERSTAND THE ABOVE POSITION DESCRIPTION

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date