

**Child Development Center Site Supervisor**  
**Grail Family Services**  
**Job Description**

Job Title: Child Development Center Site Supervisor

Salary Range: DOE + Benefits

Program: Grail Family Services Preschool (GFS)

Reports To: Director of Programs

Supervises: Grail Family Services Preschool Teachers and Teacher Aides

**Background:** Grail Family Services (GFS) fosters learning and the empowerment of vulnerable families with young children through the delivery of programs that educate, develop leadership skills, and build a sense of community. GFS operates in a community where more than 50% of the children in local schools are not reading at grade level. For more information, please see our website at [www.gfsfamilyservices.org](http://www.gfsfamilyservices.org).

**Position Summary:** The Site Supervisor directs the operations for the Child Development Center per Title 5 and Title 22 regulations, maintains a safe and healthy physical environment for children enrolled, leads the educational services of the children enrolled, supervises and mentors center staff, works cooperatively with parents, and acts as a community resource in promoting the Child Development Center.

**Examples of duties and responsibilities**

- Adhere to all Grail Family Services and program personnel policies and procedures on a consistent basis.
- Assume responsibility for continued professional growth.
- Maintain excellent work habits (attendance, punctuality, time management, teamwork, etc.).
- Directs the daily operation and coordination of a child care educational program per Title 22 and Title 5 regulations.
- Applies all functions as a Teacher when in ratio of the classroom.
- Provides children with a developmentally, diverse and culturally appropriate learning environment to promote social, cognitive, physical, and emotional development.
- Manages the enrollment of the center and ensures compliance with state mandated ratios and capacity for maximum revenue; projects future enrollments to maintain full capacity and ensure appropriate documentation is gathered on children enrolled.
- Mentors, coaches, and directs Teachers, Assistants, and Volunteers.
- Provides yearly performance evaluation and guide professional development plans of staff.
- Assesses and enhances the program as necessary and provides resources for the safety and well-being of children attending the center.
- Prepares and ensures center is maintained daily; replenishes materials as needed.
- Gathers data and prepare required reports.
- Observes children's learning through the different parts of the Curriculum Framework; assesses children's current levels and progress using DRDP, ASQ, and ASQ-SE.
- Records information in compliance with food program.
- Oversees and directs the maintenance of children's files including progress reports, attendance, health and parent contact records.
- Provides support; acts as a parent resource and a liaison between staff and parents as needed.
- Presents training sessions and orients new employees and families on center policies and procedures.
- Provides support and community referrals for parents in need of health or social services.

- Plans and conducts monthly parent meetings.
- Additional duties may be assigned as required.

**Education and/or experience:**

- Knowledge of policies and procedures of the California Department of Education, Child Development Division and the Department of Social Services, Community Care Licensing program regulations, funding terms and conditions (Title 5 and Title 22.)
- AA degree in Early Childhood Education plus 2 years of teaching experience; or BA degree from an accredited or approved college or university with a major emphasis in Early Childhood Education or Child Development and at least one year of teaching experience in a licensed child care center or comparable group child care program.
- Possession of Site Supervisor permit or higher and 24 units ECCE/CD including core courses (Child Growth & Development, Child/Family /Community, Infant/Toddler and Programs/curriculum).
- Minimum of two years' experience working in an adult supervisory capacity in child care programs.
- Experience teaching in a preschool or infant/toddler classroom setting, which includes 175 days of 3+ hours per day within a 4 year period.

**License or Other Requirements:**

- Must be 18 years of age or older.
- Completed 16 hours of health and safety training and possess a current pediatric first aid card issued either by the American Red Cross or by a training program that has been approved by the Emergency Medical Services Authority and a certificate of completion of a course or courses in preventive health practices that includes nutrition.
- Act as a Mandatory Child Abuse and Neglect Reporter, as required.
- Prior to employment, obtain either a criminal record clearance or exemption, to include both DOJ and FBI clearances as well as a child abuse index check (CACI), per Title 22 regulations.
- Current negative Tuberculin test and health report, per Title 22 regulations (obtained prior to start). Health report and TB tests need to be less than a year old than the date of hire and no more than 7 days old from the date of hire.
- Able to lift up to 30 pounds chest high.

**Language Skills:**

- Ability to read, analyzes, and interprets data and general business periodicals and governmental regulations in the English language.
- Must possess adequate communication skills to present facts and recommendations effectively, both oral and written.
- Bilingual-Spanish/English, preferred.

**To apply:**

- Please email cover letter and resume to [nhurtado@gfsfamilyservices.org](mailto:nhurtado@gfsfamilyservices.org).

***GFS is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants.***