



COMMUNITY ACTION OF NAPA VALLEY

*encouraging self-sufficiency*

## Job Announcement

**JOB TITLE:** Site Supervisor

**HOURS:** Exempt 1 FTE

**SALARY:** \$3,956.34 Monthly

**BENEFITS:** Health, Dental, Basic Life Insurance; 401(K) plan, vacation, sick, and holiday pay.

**SUMMARY:** The **Site Supervisor** is responsible for implementing a bilingual, multicultural child development program which meets the needs of each child and family in the CANV Kids Development and Family Program operated by Community Action of Napa Valley.

### REQUIREMENTS AND QUALIFICATIONS:

1. An Early Childhood Education Site Supervisor Permit and 3 CFS/ECE units in Infant/Toddler care are required
2. At least one year of experience as a teacher in a child care center or preschool.
3. Knowledge of implementation of child care programs
4. Knowledge of the needs of children from low income and ethnically diverse backgrounds
5. Knowledge of procedures in a child care setting
6. Knowledge of principles of Early Childhood nutrition
7. Knowledge of child abuse reporting laws
8. Ability to work as a team member
9. Ability to work with minimum supervision
10. Ability to establish and maintain cooperative workplace relationships
11. Ability to interact courteously and tactfully with people of diverse backgrounds and interests
12. Ability to evacuate children in a safe manner during an emergency and be able to lift up to 50 pounds
13. Qualify for CPR Certificate and First Aid
14. Must pass State Criminal Record clearance
15. Must show proof of a negative TB test within the last 60 days
16. Must possess valid California Driver License
17. Must have access to vehicle during work hours
18. Must maintain vehicle liability insurance
19. Must maintain good driving record
20. Bilingual Spanish/English preferred but not required
21. Willingness to work variable hours/shifts

### ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, child care, meals for seniors, tobacco education and volunteer opportunities.

### HOW TO APPLY:

Visit our website at <http://canv.org> to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2310 Laurel Street, Suite 1, Napa, CA 94559 or E-mail to: [canv@can-v.org](mailto:canv@can-v.org) or Fax to: (707) 253-6156

OPEN UNTIL FILLED

CANV IS AN EQUAL OPPORTUNITY EMPLOYER



## Site Supervisor Job Description

The **Site Supervisor** is responsible for implementing a bilingual, multicultural child development program which meets the needs of each child and family in the CANV Kids Development and Family Program operated by Community Action of Napa Valley.

**JOB TITLE:** Site Supervisor

**DEPARTMENT:** CANV Kids Dev. & Family Program

**JOB SITE:** 2521 Old Sonoma Rd or 1510 Myrtle Ave in Napa

**REPORTS TO:** Program Director

**SUPERVISES:** Associate and Assistant Teachers, Substitutes, Trainees and Volunteers

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implement an educational program that is developmentally, culturally, and linguistically appropriate for the children served.
2. Ensure "developmental profile" (Desired Results) are completed for each child within 30 days of enrollment in the program. Ensure that these "Desired Results" are implemented and maintained including but not limited to: Documentation of daily observations used to plan and conduct developmentally appropriate activities, along with insuring these forms are kept up to date at all times.
3. Ensure that "journals" in each classrooms are maintained, which includes the daily activities and events that place throughout the day.
4. Ensure that annual health screenings, classroom field trips and guest speakers are an on-going part of the curriculum.
5. Ensure that children have nutritious meals and snacks that are culturally and developmentally appropriate for the children being served and meet the nutritional requirements specified by the Child and Adult Care Food Program.
6. Ensure that parent conferences are conducted at least twice annually.
7. Identify the needs of the child for health or social services and make referrals to appropriate agencies in the community based on these needs.
8. Conduct follow-up procedures with the parents to ensure that the needs have been met.
9. Provide for the supervision, care and safety of the children at all times while they are in the care of the program.
10. Ensure the health and safety of the center environment
11. Implement an orientation plan for all new staff.
12. Provide leadership, positive direction and training to the center staff.
13. Implement an annual written performance evaluation with each employee, yearly or when needed.
14. Identify the training needs of the staff and provide opportunities for needed training.
15. Conduct weekly staff meetings; management team and monthly staff training.
16. Maintain full enrollment and complete family intakes, recertification and recruitment of families.
17. Maintain and complete accurate files.
18. Ensure and assist in monthly parent board meetings.
19. Assure program complies with Title V and Title 22 regulations.
20. Maintain a flow of communication with staff and families to foster program efficiency and effectiveness
21. Attend meetings and training as required
22. Order materials as needed for program with director's approval.
23. Perform CPR and First Aid if necessary
24. Respond and take charge in an emergency: evacuate children in a safe manner, check the building and provide other emergency services as needed until help arrives.
25. Maintain confidentiality as required by law and CANV policies.
26. Comply with established CANV procedures.
27. Perform other related duties as assigned.

### PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate to loud.
- Center is on street level.