



**CAPE Inc, Community Association for Preschool Education – Livermore, CA**

CAPE, Inc. has a wonderful opportunity for a **Site Supervisor, Full Time (FT), 12 Months**

- Position is Non-Exempt, Full Time (40 hours/week), 12 months per year
- Pay Rate: Hourly, Commensurate with education and experience
- Eligible for group benefits plans including medical, dental, vision, life and retirement; paid Holidays, vacation and sick days; educational assistance
- Reports to Center Director

**Agency Overview:**

CAPE, Inc. headquarters is in Livermore, and provides early childhood education services (Head Start and Early Head Start preschool programs) in Livermore, Dublin, Pleasanton, and Hayward areas. CAPE offers a cohesive environment for passionate people who want to make a significant contribution to early childhood education, social/emotional development and early childhood mental health.

**Position Overview:**

The Site Supervisor is responsible for supervising and leading a team of Teachers, Assistant Teachers and Volunteers as well as all aspects of day to day operations of a center-based program.

The Site Supervisor provides leadership and guidance. Also, manages the planning, organizing, and implementing the care, development and education of typically and atypically developing children.

The Site Supervisor works with children individually, and in small and large groups as part of the cooperative classroom team.

**Essential Functions:**

- Carry out the goals, policies, procedures and activities designed to implement CAPE, Inc. educational objectives, Head Start Performance Standards and CDE Regulations and Community Care Licensing.
- Maintain a system of confidentiality of records and information on Head Start children and families.
- Assist with diapering and toileting of children
- Assist with daily routines and functions of the classroom.
- Ensure monthly reports; safety, consumable checklist and small purchase orders are accurate and submitted on time to the center Operations Manager for approval.

- Observance and application of safety practices always
- All other duties as assigned in addition to below:

### **Assessments/Curriculum**

- Prepares and maintains necessary and mandated records including:
  - Developmental and behavioral screenings o Desired Results Developmental Profile (DRDP) at least 3 times per year
  - Ensure that teaching teams conduct and record observations of children
  - Ensure that two parent conferences and two home visits are completed during the year. Maintain documentation as required.
  - Analyze and aggregate assessment outcomes to ensure classroom teams continue to meet school readiness goals.
  - Complete ECERS evaluation annually, making needed improvements to the environment or curriculum
  - Ensure that each child has an IDP completed with parent input
  - In collaboration with the Support Services Manager, ensure that children's identified needs and goals are implemented and documented, incorporating information from IDP's/IEP's/ and IFSP's assessments
  - Submit referrals on children and families to appropriate specialist as needed
  - Ensure planning and implementation of a developmentally appropriate, emergent, anti-bias curriculum, obtaining input from parents and other staff which includes aspects of all Head Start and State Preschool components

### **Parent and Family Involvement in collaboration with the Family Advocate**

- Encourage parent involvement in all aspects of the program. o Provide parent orientations to all new families. o Build and maintain professional warm and supportive relationships with families
- Have awareness of cultural sensitivity and responsiveness with staff families and children.
  - Plan, coordinate and attend Center Parent Meetings with Family Advocates.
  - Ensure that a monthly newsletter is generated for families, in the predominate language of the program.
  - Greet families daily and establish a positive relationship
  - Monitor teaching teams to ensure that positive interactions and service is provided to parents, families and children.
  - Participate in regularly scheduled case management meetings o Make reports of suspected child abuse to Child Protective Services (CPS) conferring with agency support staff as needed.

### **Communication**

- Develops and maintains effective communication with parents, Policy Committee Representatives, management team and other community agencies.

- Conduct onsite orientation for new team members
- Attend and participate in monthly management team meetings, site supervisor and center staff meetings as required.
- Oral communications skills to effectively speak in public forums or meetings.
- Have ability to write and articulate reports with management team

#### Interactions with children

- Encourage experimentation, exploration, problem solving skills, socialization and choice making; asking open ended questions and listen respectfully. • Communicate effectively with children in a group settings
- Speak to children in a positive and respectful manner.
- Collaborate and establish effective working relationships with teaching staff and agency management.

#### **Health and Safety**

- Observance and application of safety practices at all times, including supervision and maintaining proper ratios.
- Ensure that monitoring of indoor/outdoor environments is completed daily and monthly.
- Maintain a clean and safe learning environment for children on a daily basis.
- Complete injury reports, symptom records and unusual incident reports as needed.
- Responsible for monthly safety checklist, fire drills and disaster drills and completion of all documents.
- Communicate CAPE Inc. emergency evacuation procedures to all employees at least once every three months
- Follow HR procedure for reporting employee injuries.

#### **Nutrition**

- Review and submit grocery order weekly.
- Ensure snacks and meals are served family style with an adult present at the table.
- Ensure that meal counts are documented at time of service.
- Meet food handling and safety requirements.

#### **Qualifications and Requirements**

- BA degree or in process of completion
- Possession of a valid California driver's license, reliable transportation and valid vehicle insurance
- Must hold a Site Supervisor or Program Director Permit
- Ability to work within the philosophy of the CAPE program
- Frequent significant decision and problem-solving abilities
- Effective communication skills – both oral and written
- Analytical and organizational skills

- Teamwork/Effective interpersonal relationship with co-workers
- Professionalism; flexibility
- Comprehension of job-related responsibilities
- Detail-oriented; Customer service oriented
- Previous experience in a Head Start or State Preschool program, preferred
- Bi-lingual skills; especially Spanish/English; Farsi/English, preferred

**Join our team today! Submit your cover letter and resume to [hr@capeheadstart.org](mailto:hr@capeheadstart.org)**

CAPE, Inc. is an equal employment opportunity employer and provides the opportunity to qualified persons to seek, obtain, and hold employment with the Agency without discrimination on account of race, religion, color, sex, sexual orientation, pregnancy, national origin, gender, medical condition, age, marital status, veterans' or military status, non-job physical or mental handicap or disability status, genetic information, except if there exists a lawful bona fide occupational qualification or other classification protected by applicable federal, state or local laws. [www.capeheadstart.org](http://www.capeheadstart.org)