



**PROGRAM COORDINATOR II
SITE SUPERVISOR / HEAD TEACHER /
HEAD TEACHER FOR WASP**

POSITION: Site Supervisor/Head Teacher/Head Teacher for Weaverville All Summer Program (WASP)

SUPERVISOR: Program Director – Children’s Services

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

QUALIFICATIONS:

1. Associate’s degree in Early Childhood Education required. Bachelor’s degree preferred.
2. Possess or obtain within 60 days of hire a Child Development Site Supervisor Permit.
3. At least two years of teaching experience in a licensed childcare center or comparable setting is preferred.
4. Excellent communication skills and experience working with school age or preschool children.
5. Ability to develop positive relationships with children and parent or guardians of differing socio economic and ethnic backgrounds.
6. Must have MMR, TDAP, Influenza, HEP B, Chicken Pox, and Whooping Cough vaccination. A yearly flu shot, or written refusal is also required yearly. As well as any other vaccinations, shots, and/or testing required by the California Department of Education.
7. Knowledge of computer programs including proficiency with Word, Excel and Outlook.
8. Able to obtain California Criminal and Child Abuse Index Clearance.
9. Able to complete within 30 days of hire 15 hours of mandated health and safety training, pediatric CPR and first aid.
10. Possess or obtain within 30 days of hire a valid California driver's license and current vehicle insurance.
11. Ability to obtain California Criminal and Child Abuse Index clearance.
12. Work as a team player for whom the ownership of ideas is less important than the result of the collaborative effort. As such, the individual will be a team player who can take both leader and follower roles as the situation requires.

DUTIES:

1. Supervise children ensuring a safe and nurturing environment.
2. Facilitate daily activities with assistance from the Associate Teacher and/or Teacher’s Aide.

3. Assist with recruitment, supervision training, and evaluation of program staff and volunteers.
4. Develop curriculum and activities consistent with sound early childhood education practices in collaboration with the Program Director.
5. Schedule and conduct parent meetings and enrollments.
6. Schedule and conduct regular team meetings.
7. Ensure that program requirements are met, and files maintained to document these services.
8. Ensure that the required attendance records and other paperwork is current and complete for each child.
9. Interact with Community Care Licensing during site visits.
10. Interact with Trinity County Office of Education employees during site visits and meetings.
11. Implement program policies and procedures established in accordance with the California Department of Education and California Department of Social Services funding terms, conditions, and requirements.
12. Work closely and cooperatively with the Program Director to accomplish organizational goals.
13. Establish and maintain working relationships with partner agencies in the community.
14. Adhere to the HRN Employee Handbook.
15. Other duties as assigned for agency growth and development.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform this job. While performing the duties of this job, the employee is regularly required to stand, walk, use hands, handle, or feel objects, tools, or controls, and to talk or hear.

The employee frequently must reach with hands and arms, stoop, kneel and crouch. The employee is occasionally required to climb or balance, crawl, and taste and smell.

The employee must regularly lift and/or move up to 10 pounds. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts and/or moves up to 75 pounds. Specific vision required includes close vision, distance vision, peripheral vision, depth vision, and the ability to adjust focus.

Applications invited from all qualified individuals without respect to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, or other personal characteristics.

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

Applicant Signature

Date

Printed Name