



Position: Site Supervisor
Location: Locations depends on openings, NBCC has 13 sites throughout Novato and Sonoma County.
Status: Non-Exempt, Full-time
Reports to: Area Director
Compensation: Competitive and DOE

Position Qualifications:

Minimum qualifications include:

- Site Supervisor Permit or higher issued by the California Commission on Teacher Credentialing and/or meets all the Community Care Licensing requirements for the Center Director position. DOJ, FBI and Child Abuse Index clearance.
- Solid working knowledge of Community Care Licensing requirements, California Department of Education requirements and of Industry “Best Practices”.
- Ability to manage all aspects of a child development program including staff supervision, all contract management, budgeting and financial oversight, child recruitment/registration and curriculum development.
- One year of child development Site Supervisor or Site Director experience desired. Bilingual English/Spanish desirable but not necessary.

This person must be a sensitive and mature individual who is able to relate well with children and parents participating in the program and all NBCC staff. It is also required that this person possess the personality and ability to work in a team situation and respond well to the Area Director’s supervision. Site Supervisors are required to work collegially as a team member with other center staff and respond positively to all management supervision and feedback.

The Site Supervisor is considered a leadership position. A professional attitude and behaviors are expected. The position is aligned with the NBCC goals, philosophy and agency’s objectives.

Accountability:

The Site Supervisor reports directly to the Area Director. In accordance with the Fair Labor Standards Act, this position is non-exempt and is eligible to receive overtime compensation.

Responsibilities will include, but are not limited to the following:

Professionalism:

- Attend all parent education and potluck evening events, as well as any other NBCC events deemed appropriate or mandated.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Actively seek opportunities to develop skills and create opportunities to teach co- workers.
- Exercise professional judgment and discretion at all times for the care and well-being of enrolled children and families.
- Ability to work well with a diverse staff and excel in a multi-cultural environment.
- Obtain and maintain certification of Pediatric First Aid and Pediatric CPR as required by California State Licensing.
- In cooperation with the Area Director and staff, obtain appropriate substitutes when ill, for vacation, and any other time away off site for any reason.



- Demonstrate ability to work as a collegial team member with respect, trust and professionalism with co-workers.
- Demonstrate professional demeanor at all times.

Administration:

- Serve as the primary point person for the California Department of Education, Community Care Licensing and agency collaborating partners.
- Ensure compliance with all licensing requirements for the center including reporting, enrollment, and student records.
- Ensure compliance with all CDE Title 5 requirements including reporting, enrollment, and student records.
- In collaboration with the Program Director or if applicable, city school districts, monitor food service including adherence to nutritional standards, safety and sanitation and administrative requirements of the California Department of Education Food Program.
- Monitor all expenditures to meet projections of the annual program budget.
- Maintain waiting lists, conduct tours and register children.
- Verify payroll, sick and vacation time for center staff.
- Perform any additional tasks as delegated by the Area Director.

Program Oversight

- Provide leadership and vision for the program both in the context of the center and community at large.
- Adheres to all NBCC policies and procedures as mandated by Executive, Program and/or Area Director.
- Plan and implement a variety of diverse, age appropriate activities consistent with the philosophies of NBCC and Industry “Best Practices”. All activities and environmental set-up must meet the children’s individual developmental needs in their entirety (including social-emotional, cognitive, fine motor, gross motor and physical development – including health and nutrition objectives as defined by NBCC’s Culture of Health).
- Maintain required supervision of children at all times (inside and outside) in accordance with California State Licensing regulations ratio standards.
- Manage and maintain Desired Results Developmental Profiles (DRDP’s) in accordance with California Department of Education.
- Maintain a safe, orderly and inviting arrangement in all classrooms (including outside play areas) which complies with NBCC’s best practices for classroom environments.
- Conduct or supervise the daily set-up of all classrooms and outside play areas in an inviting fashion as to promote positive exploration and developmental progress.
- Foster an atmosphere of positive communication and partnership with parents/guardians and staff.
- Evaluate all aspects of the program, including program design, volunteer capacity, collaborations and family / community relationships.
- In cooperation with the teaching team, maintain general housekeeping tasks to provide an orderly, professional environment and atmosphere.
- Coordinate all program activities – Parent Orientations, Parent Conferences, and Parent Advisory Committees.
- Report to the Area Director, in writing, all injuries incurred by children or staff.



Staff Development and Supervision

- In collaboration with the Area Director, hire, train and provide classroom orientation to classroom teachers.
- In cooperation with the Area Director, provide ongoing direct supervision for all program staff.
- Secure substitute staff as needed.
- Engage in regular self-assessment/goal setting and participate in evaluation of job performance with the Area Director at least once a year.
- Direct, attend and participate in weekly staff meetings, participate in regular planning meeting with the Program Director, Area Director, Site Supervisors as well as, all NBCC Staff Meetings.
- Conduct timely performance evaluations for staff.
- Manage and supervise other programs on a temporary basis as directed by the Program Director.

Child and Family Interaction:

- Give warmth and positive attention to each and every child in the classroom.
- Recognize and consider each child in relationship to cultural and /ethnic background, as well as respond to each unique individual child and family with dignity and respect.
- Develop a meaningful relationship with parents through facilitation of open, supportive communication on a continual basis.
- Promptly direct any relevant information (positive or negative issues) to the Area Director in a verbal or written form.
- In cooperation with the teaching team, conduct ongoing written assessments of children and participate in semi-annual parent/teacher conferences.

Work Environment:

- Noise level in the work environment is frequently loud.
- Will work outdoors and indoors
- Will use computers, tablets, cell phone (if provided), and other office equipment
- Will work alone and with other peers and supervisors

Physical Demands

- Health clearance by a physician.
- Ability to fulfill physical requirements of the job including: lifting up to 50 pounds, range of movement including squatting, bending, reaching, standing and sitting.
- Proof of current Immunizations (Measles, Pertussis, Influenza).
- T.B. clearance within the past year.

To apply, please submit a cover letter and resume to Program Director, Kristina Sisseck at ksisseck@nbcc.net.