



MERCED COUNTY COMMUNITY ACTION AGENCY
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Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

JOB ANNOUNCEMENT
SITE SUPERVISOR I
CHILDREN AND FAMILY SERVICES PROGRAM

DEFINITION:

Under the supervision of the Director, to supervise and serve as a coordinator of curriculum and staff development in a Child Care Center; and to related work as required. This is a non-exempt position.

EXAMPLE OF DUTIES:

- Supervise, direct and coordinate the activities at the Site;
- Plan curriculum, schedule meetings with staff and parents; meet with Parent Committee;
- Confer and plan tasks with social services and health staff;
- Order materials for the site; assist nutrition and custodial personnel in ordering and scheduling;
- Make home visits; prepare written reports; review budget;
- Coordinate local workshops for staff and parents;
- Teach a classroom of preschoolers as necessary.

EMPLOYMENT STANDARDS:

Education: Valid Child Development Supervisor Permit, thru: completion of AA Degree; or 60 units with 24 ECE/CD units + 6 units in ECE Administration + 2 units adult supervision.

--OR--

Current Administrative Services or Teaching credential, or a secondary credential in Home Economics, issued by California Commission on Teacher Credentialing with a minimum 12 ECE or CD units + 3 units supervised field experience in ECE setting;

--OR--

California Teacher Credential approved training.

Experience:

Required minimum two years of recent experience of supervising adults as a Preschool/Day Care Teacher or equivalent.

NOTE: Experience shall be verified as having been performed satisfactorily as a paid or volunteer staff member in a Preschool/Day Care Center setting.

Knowledge and Abilities: Knowledge of principles and practices of Early Childhood Education and Child Development Guidelines; ability to work harmoniously with children, parents, volunteers and parent committees; prepare reports; computer knowledge desirable.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California driver's license, current DMV report, reliable transportation and proof of minimum California vehicle insurance.
2. Posses a valid Child Development Site Supervisor Permit.
3. Valid CPR License, may be obtained upon employment.
4. Criminal background check and fingerprint clearance (Paid by Employer).
5. Pre-employment physical health check and TB clearance (Paid by Employer when conducted by Agency contracted medical provider).
6. Ability to sit on low chairs (child size), walk, stoop and squat as needed; be able to lift and carry in excess of 40 pounds on a regular basis and to stand as much as 85% of scheduled working time.

SALARY RANGE: \$13.71 Hourly + BENEFITS, 40 HRS/WK 12 MO/YR

JOB SITE : Delhi

APPLY AT : MCCA, 1235 W. MAIN ST. MERCED **APPLICATION AND RESUME A MUST**

COPIES OF TRANSCRIPTS, DEGREES, AND/OR PERMITS MUST BE SUBMITTED WITH APPLICATION

DEADLINE : OPEN UNTIL FILLED

The American Federation of State, County and Municipal Employees
(AFSCME-Local 2703), AFL-CIO represents this position under an Agency agreement.

THIS IS NOT A COUNTY POSITION