MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main Street, Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-Johnson
Executive Director

JOB ANNOUNCEMENT
SITE SUPERVISOR I (Large Site)
EARLY LEARNING PROGRAM

ESSENTIAL FUNCTIONS:
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.

TYPICAL 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.

QUALIFICATIONS/ EDUCATION:
High School graduate or equivalent. 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 of 12 ECE or CD units + 3 units supervised field experience in ECE setting; **--OR-** California Teacher Credential approved training.

EXPERIENCE/ KNOWLEDGE:
- 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 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.
- Preferred bilingual in English and Spanish

LICENSES AND OTHER REQUIREMENTS:
1. Valid California driver's license, current DMV report, reliable transportation and proof of minimum California vehicle insurance.
2. Possess 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.
7. Must comply with Senate Bill 792 immunization requirements for influenza, pertussis, and measles. And Mandated reporter training under new law AB 1207 within 60 days of employment

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

EMPLOYEE MUST KEEP PERMITS AND/OR CREDENTIALS CURRENT AND MAINTAIN EDUCATION

***All JOB OFFERS ARE CONTINGENT UPON COMPLETING A BACKGROUND AND PHYSICAL**

SALARY RANGE:

71.5	$26.81.	$28.16	$29.58	$31.06	$32.62

HOURS: 40 hours/wk. | 5 days/wk.

BENEFITS:
Medical (Employer Contribution), Dental & Vision (Paid by employer 100% if Medical is waived), Life Insurance (100% paid by employer), 403B Plan (Employer match up to 7%), and Step Increases of up to 5% after 1 year of employment (Up to Step 5).

JOB SITE: LOS BANOS

APPLY AT: (www.mercedcaa.org) APPLICATION IS A MUST

DEADLINE: Open until it is filled

THIS IS NOT A COUNTY POSITION