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

Rebecca Guerra
*Board Chairperson*

Brenda Callahan- Johnson
*Chief Executive Officer*

# JOB DESCRIPTION
# SITE SUPERVISOR I (Large Site)

EARLY LEARNING PROGRAM

**OVERVIEW:** 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.

## ESSENTIAL FUNCTIONS:

- ✓ 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.

## EXPERIENCE AND 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

## EDUCATION/CERTIFICATIONS:

➢ 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.

## LICENSES AND OTHER REQUIREMENTS:

- ✓ Valid California driver's license, current DMV report, reliable transportation and proof of minimum California vehicle insurance.
- ✓ Possess a valid Child Development Site Supervisor Permit.
- ✓ Valid CPR License may be obtained upon employment.
- ✓ Criminal background check and fingerprint clearance (Paid by Employer).
- ✓ Pre-employment physical health check and TB clearance (Paid by Employer when conducted by Agency contracted medical provider).
- ✓ 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.
- ✓ 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

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION**

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

**SALARY RANGE**:

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | |
|---|---|---|---|---|---|---|
| **75.8** | **$33.11** | **$34.77** | **$36.51** | **$38.35** | **$40.28** | **With a B.A. Degree** |

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | |
|---|---|---|---|---|---|---|
| **71.7** | **$27.08** | **$28.44** | **$29.87** | **$31.37** | **$32.94** | **Without a B.A. Degree** |

**BENEFITS**: Medical, Dental, Vision, Life and Retirement plan offered. Employer pays Life Insurance at 100%. The retirement plan is 7% employer matched.

**JOB SITE:** LOS BANOS

**HOURS:** 40 hours per week (Monday-Friday; 8:00am-5:00pm)

**APPLY AT:** www.mercedcaa.org

**DEADLINE**: Open until it is filled

**NOTE**: POSTMARKS WILL NOT BE HONORED

**THIS IS NOT A COUNTY POSITION**