

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INFANT-TODDLER SITE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Assistant Manager, Early Head Start Program, responsible for the daily supervision of the teachers and associate teachers at infant/toddler center and home visiting specialists; provides oversight of assigned Early Head Start partner sites; ensures teachers and home visiting specialists are supported, and comply with program policies and procedures, including federal, state and local requirements; provides coaching and support to assigned home-based and center-based sites; responds to and resolves partner, parent and child issues; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of center and home based sites, and monitors activities; responsible for curriculum fidelity and high-quality teaching practices; ensures screening and assessment timelines are met for each child and results are used to individualize services including follow-up on positive screening, assessment and evaluation results.

Assists with analyzing ongoing assessment data including literacy specific assessments to measure improvement in child outcomes; conducts regular observations of staff interactions with parents and children and observations of parent-child interactions to promote developmentally appropriate practices, sound program approaches to delivery of services, and impart culturally and linguistically appropriate practices.

Supervises and evaluates the performance of assigned staff; participates in the selection of employees, and recommends transfers, reassignments, terminations, and disciplinary actions; manages and monitors staff and substitute attendance at the site; and supervises teaching and home visiting staff.

Implements professional development activities that will support staff and partner sites with their relationship and responsiveness with families, as well as their facilitation of teacher or parent-child interactions; provides informal learning opportunities for teachers to reflect on and apply theory and learning to everyday practice; provides group and individual training on infant/toddler growth and typical and atypical development, including the needs of children with disabilities, and challenging behaviors.

Reviews and approves referrals made for health, mental health, and developmental services; maintains safe environments by monitoring site activities and compliance with Community Care Licensing requirements, Head Start Performance Standards, and Child and Adult Care Food Program (CACFP) meal service contract requirements; responds to Licensing citations and develops Correction Plans when applicable.

Prepares and maintains reports, records and files related to personnel and assigned activities; develops and manages site calendars; generates reports for monitoring of services and staff performance;

prepares requests for the purchase of school equipment, supplies, and materials; identifies supply and equipment needs for the classroom; submits and approves work orders and maintenance needs for classrooms.

Ensures compliance with program transitions of children and participates in planning the enrollment of eligible children from infant special education programs and other ECE programs into Head Start, and other community child care resources.

Coordinates, and facilitates monthly parent meetings; responds to parent issues and concerns regarding their child, complaints regarding staff, and other site-related questions; meets with parents regarding discipline, developmental or other child issues.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Steps into classrooms as needed to fill in for staff absences; assists with lunch preparation, covers breaks, etc., and attends meetings (service coordination, IEP, school district, etc.) as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of child development and early childhood education, specifically infant/toddler development, licensing regulations pertaining to infant/toddler centers, Head Start performance standards, and related policies and procedures;

Practices and procedures involved in the development, implementation and evaluation of early childhood education instructional functions and services including home visiting programs;

Curriculum interpretation and application in early childhood education programs;

Problems and concerns of students with special needs;

Concepts of child growth, development, and behavior characteristics of infant/toddler children;

Methods of observing, evaluating, and recording child growth and development;

Safe practices in classroom and parent-child classes activities;

Requirements of maintaining infant/toddler centers in a safe, clean and orderly condition;

Dual language development and cultural child-rearing practices and other issues;

Developmentally Appropriate Practices.

ABILITY TO:

Plan, organize, and direct the activities and operations of an early childhood center;

Ensure compliance with federal, state and local requirements applicable to infant/toddler centers and home visiting programs.

Supervise and evaluate the performance of assigned staff;

Communicate effectively both orally and in writing;

Interpret, apply and explain rules, regulations, policies, and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment;
Meet schedules and timelines;
Maintain current knowledge of legal requirements and changes to laws;
Demonstrate cross-cultural sensitivity and respect;
Operate a variety of office and instructional equipment.

EDUCATION AND EXPERIENCE:

Bachelor's degree in child development or related field, and two (2) years increasingly responsible experience in early childhood education including classroom instruction; three (3) units in infant/toddler development; bilingual-Spanish.

PREFERRED QUALIFICATIONS

Work experience working with infants and toddler programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Child Development Site Supervisor Permit
Valid California driver's license

Approved: Anisha Munshi 9/12/19
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 9/12/19
Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools