



JOB VACANCY ANNOUNCEMENT

Job Title:	Site Supervisor	Date:	January 10, 2012
The Position:	The Site Supervisor is responsible for implementing a bilingual, multicultural child development program which meets the needs of each child and family in the Los Niños Child Development and Family Program operated by Community Action of Napa Valley.		
Education and/or Experience:			
A Site Supervisor Permit and 3 CFS/ECE units in Infant/Toddler care are required. At least one year of experience as a teacher in a child care center or preschool.			
Salary:	\$2,773-\$3120/ mo. Depends on Experience	Hours:	FTE
Exempt:	Yes	Department:	Los Niños Child Development & Family Program
Job Location:	1510 Myrtle Ave Napa	Supervises:	Associate & Assistant Teachers, Cook, Substitutes, Trainees, Volunteers
Reports to:	Program Director	Vacancies:	One
Benefits:	Health, dental and life insurance; 401(K); vacation, holidays, and sick days		
The Agency:			
Community Action of Napa Valley (CANV) was founded in 1965 as the designated Community Action Agency for Napa County. It is a private nonprofit tax exempt corporation. The agency currently operates a range of programs that provide vital basic services such as food, shelter, rental assistance, child care, meals for seniors, employment training, and tobacco education.			
To obtain application and job description; and to submit completed application:			
Name:	CANV - Human Resources	Email:	canv@can-v.org
Address:	2310 Laurel Street, Suite 1	City:	Napa
State:	CA	Zip Code:	94559
Phone:	707.253.6100	Fax:	707.253.6156
Deadline:	Open until filled. EOE		

CANV IS AN EQUAL OPPORTUNITY EMPLOYER



JOB DESCRIPTION

Job Title:	Site Supervisor	Department:	Los Niños Child Development & Family Program
Summary of Responsibilities:	The Site Supervisor is responsible for implementing a bilingual, multicultural child development program which meets the needs of each child and family in the Los Niños Child Development and Family Program operated by Community Action of Napa Valley.		
Salary:	\$2,773-\$3120/ mo. Depends on Experience	Hours:	FTE
Exempt:	Yes	Supervises:	Associate & Assistant Teachers, Cook, Substitutes, Trainees, Volunteers
Job Location:	1510 Myrtle Ave Napa		
Reports to:	Program Director	Dates Approved:	9/96;6/04;7/04;7/07;12/07;10/08;3/11; 11/11
Benefits:	Health, dental and life insurance; 401(K); vacation, holidays, and sick days		

Essential Duties and Responsibilities:

1. Implement an educational program that is developmentally, culturally, and linguistically appropriate for the children served.
2. Ensure "developmental profile" (Desired Results) are completed for each child within 30 days of enrollment in the program. Ensure that these "Desired Results" are implemented and maintained including but not limited to: Documentation of daily observations used to plan and conduct developmentally appropriate activities, along with insuring these forms are kept up to date at all times.
3. Ensure that "journals" in each classrooms are maintained, which includes the daily activities and events that place through out the day.
4. Ensure that annual health screenings, classroom field trips and guest speakers are an on-going part of the curriculum.
5. Ensure that children have nutritious meals and snacks that are culturally and developmentally appropriate for the children being served and meet the nutritional requirements specified by the Child and Adult Care Food Program.
6. Ensure that parent conferences are conducted at least twice annually.
7. Identify the needs of the child for health or social services and make referrals to appropriate agencies in the community based on these needs.
8. Conduct follow-up procedures with the parents to ensure that the needs have been met.
9. Provide for the supervision, care and safety of the children at all times while they are in the care of the program.
10. Ensure the health and safety of the center environment
11. Implement an orientation plan for all new staff.
12. Provide leadership, positive direction and training to the center staff.
13. Implement an annual written performance evaluation with each employee, yearly or when needed.
14. Identify the training needs of the staff and provide opportunities for needed training.
15. Conduct weekly staff meetings; management team and monthly staff training.
16. Maintain full enrollment and complete family intakes, recertification and recruitment of families.
17. Maintain and complete accurate files.
18. Ensure and assist in monthly parent board meetings.
19. Assure program complies with Title V and Title 22 regulations.
20. Maintain a flow of communication with staff and families to foster program efficiency and effectiveness

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21. Attend meetings and training as required
22. Order materials as needed for program with director's approval.
23. Perform CPR and First Aid if necessary
24. Respond and take charge in an emergency: evacuate children in a safe manner, check the building and provide other emergency services as needed until help arrives.
25. Maintain confidentiality as required by law and CANV policies.
26. Comply with established CANV procedures.
27. Perform other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A Site Supervisor Permit and 3 CFS/ECE units in Infant/Toddler care are required. At least one year of experience as a teacher in a child care center or preschool.

Knowledge of:

- Implementation of child care programs
- Principles of Early Childhood nutrition
- The needs of children from low income and ethnically diverse backgrounds
- Procedures in a child care setting
- Child abuse reporting laws

Ability to:

- Work as a team member
- Interact courteously and tactfully with the public
- Establish and maintain cooperative workplace relationships
- Evacuate children in a safe manner during an emergency and be able to lift up to 50 pounds
- Work with minimum supervision
- Qualify for CPR Certificate and First Aid

Physical Demands:

While performing this job, the employee is regularly required to walk, sit, use hands to handle objects, operate keyboards, tools or controls, talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is moderate
- Center is located on first floor

Additional Information:

- Must pass State Criminal Record clearance
- Must possess a valid California Driver License
- Must maintain vehicle liability insurance.
- Able to work variable hours/shifts
- Must show proof of a negative TB test within the last 60 days
- Must have access to a vehicle during work hours.
- Must maintain a good driving record.
- Bilingual Spanish/English preferred

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