



<b>Job Title:</b>	Site Supervisor
<b>Reports To:</b>	Education Director
<b>Location:</b>	Portola and Excelsior
<b>Salary Grade/Range:</b>	\$65,000 – \$70,000 starting FTE, based on experience. Exempt, 40 hours per week full-time position.
<b>To Apply:</b>	Email your cover letter and resume to <a href="mailto:jobs@fccenters.org">jobs@fccenters.org</a> with job title in the subject line. No phone calls or recruiters. Only resumes with cover letters will be reviewed. Include contact information.
<b>Date:</b>	May 10, 2021 – Open until filled.

### Position Summary

Family Connections Centers is seeking an experienced site supervisor to manage early childhood programs for a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. The First Steps program is recognized by the SF Department of Public Health as the model for parent/caregiver and child ages 0-3 bonding groups, as well as caregivers support and infant/toddlers learning. The Pre-K programs are funded by the SF Office of Early Care and Education and are qualifying Preschool for all programs for SF families focusing on Kindergarten readiness for children ages 3-5. Pre-K classrooms are newly remodeled spaces with state-of-the art supplies and materials.

The Site Supervisor will manage and supervise the early childhood programs and its staff at the Portola and Excelsior Centers, including First Steps, Pre-K programs, and literacy activities for parents/caregivers.

The position is a good fit for a passionate educator who is both self-directed and a team player, is flexible, meets deadlines, and who enjoys working with a diverse team of teachers, and interacting with young children and parents/caregivers in a fast-paced environment. This position provides the opportunity to bring creativity and innovative ideas to program curriculum and fun enrichment activities to classroom spaces. The Program Manager works closely with other program staff, parents/caregivers, and engages with community partners. The successful candidate will have outstanding supervisory, communication and social skills, plus strong organizational and project management skills.

### Qualifications / Requirements:

- BA in Early Childhood Education or similar field.
- Minimum of 3 years of experience working with young children ages 0-5 and their parents/caregivers and with staff in bilingual, multicultural communities.
- Minimum of 3-5 years experience managing a team and program(s) in a non-profit or direct family services field.
- Outstanding interpersonal skills, including verbal, written and listening skills.
- Collaborative and self-directed, with demonstrated ability to work well in teams and independently.
- Up to date knowledge of early childhood curriculum development.
- Professional ethics of confidentiality, discretion, and excellent judgment.
- Strong observational and analytical skills.
- Proficiency with full Microsoft suite.
- LivesScan Clearance and physical health/TB clearance required to be maintained throughout employment.
- Bilingual in English and Spanish or English and Cantonese strongly preferred.
- Possession of an Education Site Supervisor Permit or Director Permit preferred.
- A working knowledge of Community Care Licensing requirements preferred.



- Experience working in a remote work space, with agility to move from on-site to remote, preferred. Database experience useful.

## **Highlights – Essential Responsibilities**

### **Program Implementation, Development, Oversight and Evaluation**

- Supervise and manage programs and teaching staff in First Steps and Pre-K programs. Ensure the implementation of developmentally appropriate activities per program curriculum. Ensure programs and classrooms are consistent with agency goals and philosophy, and adhere to licensing compliance requirements and mandatory assessment standards including ECERs, CLASS, QRIS and other tools.
- Model, coach and facilitate healthy interactions/relationships in all programs. Ensure positive, confidential relationships with parent/caregivers.
- Provide outreach to and coordination with community partners and vendors for services and extracurricular program activities. Proactively plan and support outreach efforts to retain and recruit new families.
- Act as lead liaison for agency-wide literacy workshops for families including coordinating workshops with community partners, facilitating literacy activities in programs, and supporting curriculum development to include literacy.
- Ensure adherence to mandatory reporting requirements for suspicion of child abuse or neglect; and requirements for reporting and record-keeping of injuries or accidents.
- Take an active role in working with senior leadership on program evaluation, process improvement, and new program development.

### **Staffing and Supervision**

- Provide coaching, supervision and evaluation of teachers and volunteers regarding work plans, curricula, program quality, children's progress, and the use of best practices to enhance child-centered curriculum.
- Ensure professional standards of communications with colleagues, staff and participants.
- Conduct new hire screening through onboarding, training, supervision and reviews of co-teachers, substitute teachers, and interns or volunteers, in accordance with agency policies and applicable laws.

### **Administrative and Other Responsibilities**

- Manage program budget, supply/materials inventory.
- Ensure records for each participant/child following licensing, agency and grant requirements.
- Actively participate in agency meetings, trainings, consultations, professional development workshops, committee and events.
- Provide, when essential, teaching and direct services with children and families, plus other duties as needed or requested by supervisor.
- Ensure timely completion, including assisting with, related program activities, including creation and distribution of monthly program newsletter, calendar, and curriculum; data entry and updates in agency/funder databases.

### **Work Environment**

Safety is top priority at Family Connections. We have thorough disease prevention measures in place, a COVID-19 testing protocol, and are in Tier 1B eligibility for the vaccine. This job operates in a professional classroom and office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 25 pounds and on occasion may require lifting/carrying a child or object up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.



**Family Connections Centers is an equal opportunity employer and values diversity, inclusion and respect. We welcome and strongly encourage applicants from all backgrounds. All qualified applicants will receive consideration for employment.**

**Agency Overview**

For over 25 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at [www.fccenters.org](http://www.fccenters.org).