



Storyteller

CHILDREN'S CENTER

Job description

Head Start Site Supervisor

Storyteller Children's Center is seeking a dynamic, organized and experienced Head Start Site Supervisor.

ABOUT US

Storyteller Children's Center is a therapeutic preschool that provides high-quality early childhood education for children who are from low and very low income and underserved families in southern Santa Barbara County, as well as comprehensive support services for them and their families. Storyteller operates two fully-licensed early childhood education centers, and annually serves an estimated 85 children ages 18 months - 5 years and their families. Our programs are trauma-informed and strength-based. Our goals are to prepare preschoolers for Kindergarten, increase resilience and promote protective factors in children, caregivers, teachers, and the community. We focus on positive social-emotional outcomes for our students by providing culturally and developmentally appropriate learning environments. We support parents in gaining new techniques and skills to support their role as a child's first teachers. Currently, we receive funding from Head Start and the California Department of Education. All of our children receive subsidies for their tuition.

POSITION SUMMARY

We are seeking a Head Start Site Supervisor who is dedicated and passionate about serving children from low-income and underserved families, and children with disabilities. The ideal candidate is a highly organized team builder who can inspire, support and provide training for our teachers in addition to meeting all of the Head Start program requirements. They will work collaboratively across our entire agency to support all the staff, teachers and families at Storyteller..

EXAMPLES OF DUTIES

Responsible for the daily operation of a Preschool/Toddler program. Ensures compliance with Title 22 regulations, and Head Start Performance Standards. Provides direction, guidance, support, and evaluates, assigned staff. Supervises enrollment process and assures children are enrolled in accordance with Head Start policies and procedures. Monitors and supervises all activities within the center to assure that enrolled children and their families receive comprehensive Head Start services in accordance with performance standards and the grantee plan of action. Prepares and submits supply requests within program budget allowance and maintains inventory of center supplies. Makes regular classroom observations for the purpose of strengthening the early childhood education provided to children, ensuring developmentally appropriate practices and helping advance teachers' abilities. Oversees daily inspections of the facility and equipment to assure a clean, safe, and orderly environment. Prepares and/or oversees the preparation of children and family records and assures that children and family

records are correct, up-to-date, and kept confidential. responsible for the preparation, accuracy, and submission in a timely manner of program records reports, such as attendance, lunch count, etc. Communicates regularly with parents, assisting them in taking an active role in their child's education, growth, and development. Provides or arranges for parent training in child growth and development. Initiates a set of standards for the center to assure a positive environment for learning and working together. Identifies the need for and requests ancillary and/or support services. Cooperates in a professional and ethical manner with others involved with the program and/or individual children. Schedules and facilitates case review meetings and center staff meetings. Attends IEP meetings, training and management team meetings, and other meetings as required. May be required to teach in the absence of teachers. Carries out authorized emergency and safety procedures and administers first aid. Reviews and assists staff in preparing lesson plans, plans and attends program-related events. Keep track of sick leave, annual leave and compensatory time for staff. Prepares annual goals and written evaluation of staff.

CORE COMPETENCIES

- **Mission-Focused:** Commitment to our vision of a community where all children are loved, valued and respected and all families are supported to reach their highest potential. This drives their performance and professional motivations.
- **Relationship-Oriented:** focused on supporting, motivating and developing the people on their teams. This style of leadership encourages good teamwork and collaboration, through fostering positive relationships and good communication.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources through meaningful engagement within the organization and in the broader community.
- **Results-Driven:** Dedicated to shared and measurable goals for fulfillment of the Storyteller mission. .
- **Ethical:** Understands their role in growing and working towards the vision of the organization. Upholds our high values of integrity, honesty and transparency.

GENERAL REQUIREMENTS

- Must pass the DOJ/FBI/Child Abuse Index fingerprint process.
- Must pass a pre-employment physical examination and tuberculosis clearance.
- Show verification for the Measles, Mumps and Rubella (MMR) and the Diphtheria, Tetanus and Pertussis (DTaP) vaccinations.
- Minimum 5 years administrative experience.
- Proficiency in Microsoft Office, Gmail, Google Docs and Sheets, Google Calendar, and Zoom. Must possess the ability to navigate online portals used for reporting purposes, such as Child Plus, as well as knowledge using copiers, scanners and technology required in a management position.
- Must be available outside of program hours to respond to calls/emails regarding last minute schedule changes, unplanned absences or other urgent work related matters. On occasion, available for evening or weekend events.
- Possess the ability to work independently with strong organizational skills.

- Possess excellent interpersonal communication skills and ability to work with clients, staff, parents and volunteers.
- Possess strong writing and speaking skills. (bilingual preferred) [Spanish/English]
- Demonstrates leadership at a professional level.
- Experience working with children with disabilities is desirable.

EDUCATION, LICENSES AND CERTIFICATES

The ideal candidate will:

- Have a bachelor's degree or higher.
- Must hold a Child Development Site Supervisor Permit as specified by CA Title V on the Child Development Permit Matrix. Employee is responsible for maintaining the permit.
- Hold or obtain a valid Pediatric First Aid and Pediatric CPR card and update as required. (Fees will be paid for)
- Hold a valid California Driver's License.

SALARY: \$58-\$65k dependent upon experience. This is an exempt position. Benefits after 30 days include: health, dental and vision insurance, sick/vacation accrual, paid holidays and 401k retirement plan.

TO APPLY: Please submit a cover letter and resume for consideration to Adriana Serdio at adriana@storytellercenter.org

EQUAL OPPORTUNITY EMPLOYER: Storyteller Children's Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, gender, gender identity or gender expression, national origin, age, religion,, disability, veteran's status, sexual orientation.

Job Type: Full-time

Work Location:

- State Street Site

Work Remotely

- No

COVID-19 considerations:

We are committed to maintaining a safe and healthy work environment for employees based on guidelines from the CDC, Cal OSHA, and local health departments and other reputable health and professional organizations.