



JOB DESCRIPTION

Head Start Site Supervisor

Storyteller Children's Center is seeking a full-time (exempt) dynamic, organized and experienced Head Start Site Supervisor.

ABOUT US

Storyteller Children's Center is a therapeutic preschool providing high-quality early childhood education for children facing adverse challenges in Santa Barbara County and comprehensive support services for their families. We operate two fully-licensed education centers and annually serve an estimated 85 children 18 months - 5 years of age. We strive to prepare our students 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 and supporting parents in gaining new techniques and skills to support their role as their children's first teachers.

POSITION SUMMARY

The Head Start Site Supervisor is a dedicated and passionate education professional serving children facing adverse challenges, their families, and children with disabilities. The ideal candidate is a highly organized team builder with strong leadership skills to inspire, support and provide training for our teachers in addition to meeting all of the Head Start program requirements. This position works collaboratively across our entire program to support staff, teachers and families at Storyteller.

The HS Site Supervisor is responsible for the daily operation of a Preschool/Toddler program to ensure compliance with Title 22 regulations and Head Start Performance Standards while providing direction, guidance, support, and evaluation of their team. Supervising enrollment processes and assuring children are enrolled in accordance with Head Start policies and procedures is key.

GENERAL REQUIREMENTS

- Minimum 5 years administrative experience.
- Proficiency in Microsoft Office, Gmail, Google Docs, Sheets, Google Calendar, and Zoom.
- Ability to navigate online portals used for reporting purposes, such as Child Plus, as well as the ability to operate copiers, scanners and technology required in a management position.
- Availability outside of program hours to respond to calls/emails regarding schedule changes, unplanned absences or other urgent work related matters. Availability for evening or weekend events on occasion.
- Ability to work independently with strong organizational skills.
- Excellent interpersonal communication skills and ability to work with clients, staff, parents and volunteers.

- 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

- 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 reimbursed).
- 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.

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.