

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 supervision of the

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.

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.

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, through (2) 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
Anisha Munshi, Ed.D.
Assistant Superintendent, Personnel Services

9/12/19
Date