

JOB ANNOUNCEMENT
Vacancy: 1 Full-Time Position
Posted: October 17, 2011

POSITION TITLE: Child Development Supervisor
DEPARTMENT/PROGRAM: PACE Early Childhood Education
REPORTS TO: Education Coordinator
LOCATION: 1055 Wilshire Blvd., Suite 1050, LA, CA 90017
EMPLOYMENT STATUS: Exempt

GENERAL INFORMATION

PACE Early Childhood Education Program provides high quality early childhood education and support services to pre-school aged children of economic disadvantaged families. In addition to early childhood education, the program also provides health, nutrition, mental health, disabilities, and parent empowerment/involvement services. This program is funded and operated under Head Start, State Preschool and Los Angeles Universal Preschool guidelines and regulations.

PACE Early Childhood Education Program currently operates 28 school sites serving close to 2000 children per year in the Los Angeles, South Bay, East Los Angeles, and San Gabriel Valley areas.

BASIC FUNCTION

The Child Development Supervisor (CDS) manages and supervises a cluster of centers and teaching staff in the Early Childhood Education program. The CDS monitors and ensures that the program is adhering to the Head Start Performance Standards, California Care Licensing regulations, other related laws and ordinances, and providing high quality Early Childhood Development services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Reviews and updates annually the education service area plan in cooperation with staff and parents.
- Supports and ensures the achievement of recruitment and enrollment goals.
- Establishes effective lines of communication in and between centers and Child Development Supervisors (CDS) in order to facilitate coordination and the efficient flow of information.
- Assigns responsibilities to teacher and assistant teacher and delegates the authority required for them to execute such responsibilities.
- Confers regularly with center teaching staff regarding child's behavioral or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
- Conducts classroom visits for the purpose of observing classroom activities and provides on-site consultation to teaching staff, as appropriate.
- Resolves conflicts or controversy to facilitate meeting established objectives.
- Recommends purchases of instructional materials and teaching aids, such as books, toys, and games designed to stimulate learning as authorized in the delegate agency's approved budget.
- Develops and maintains a calendar of all center activities and coordinates it with the delegate agency master calendar.
- Conducts periodic personnel evaluations as required by delegate agency personnel policies and procedures.
- Reviews and evaluates education services component and center activities to insure conformance to Head Start performance standards and other Federal, State, and local regulations.

- Participates in the conduct of training needs assessment for teaching staff.
- Assists in the design, development and delivery of in-service training programs and orientations for teaching staff.

SUPERVISION RECEIVED

The Child Development Supervisor will report directly to the Education Coordinator. He/She will also work in close collaboration with other Child Development Supervisors and Coordinators to ensure the highest level of efficiency in service delivery and compliances. The Child Development Supervisor is part of the Early Childhood Education management team.

SUPERVISION EXERCISED

The Child Development Supervisor will directly supervise the Site Supervisors and oversee teaching staff assigned to his/her cluster. The number of staff the CDS supervises range from 25 to 35 staff.

QUALIFICATIONS

Education, Experience and Skills

- An earned bachelor's degree from a recognized college or university and eligible for the required children's center Supervision Permit, or a valid California credential authorizing service as a teacher of young children (3 to 8 years old), issued
- The regular Children's Center Supervision Permit requires:
 - A regular Children's Center Instructional Permit.
 - Twenty-four semester units in early childhood education/child development at an advanced level.
 - Six semester units of coursework in administration and supervision of child development programs.
 - Two years of experience as a Site Supervisor in a child development program.
 - A bachelor's or higher degree granted by an approved institution.
- Demonstrated ability and experience to plan, organize and control substantial resources.
- Demonstrated ability and experience in organizational development and team building.
- Excellent written and verbal communication skills as well as presentation and public speaking skills
- Proficiency in Microsoft Word, Excel, and Power Point as well as the use of Internet and E-mail to conduct research and communications is required.

Critical skills factors

- Exceptional organizational and administrative skills
- The ability to think strategically, plan, set goals and objectives and then organize and follow through;
- He/She will be open, communicative, and a confident professional who enjoys exploring issues and who will be a participative member of PACE and PACE Early Childhood Education leadership team.
- Creativity, vision, charisma, strong presence, responsiveness, honesty, drive and initiative are all traits that will be highly valued.
- In addition to strong strategic planning skills, the successful candidate will also be an effective manager and a strong and inspiring but sensitive leader.

Health Requirements

Must meet State health requirements and give proof of T.B. clearance prior to employment (dated within six months of employment) and to be renewed every year.

Special Requirements

Must have the use of an automobile and must possess a valid California Driver's license and adequate automobile insurance coverage. Job requires local travel to school sites and to local meetings. Out-of-town travel may be necessary from time to time.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms, stoop, and kneel. The employee is occasionally required to stand, walk, and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

COMPENSATION RANGE: \$3864 - \$5461 monthly plus benefits. (rev. 7/1/11)

VII. APPLICATION PROCEDURES:

Applicants must complete a PACE application. Resumes are not accepted in lieu of application materials.

Interested individuals may obtain an application from: Human Resources Department, Pacific Asian Consortium in Employment, 1055 Wilshire Blvd. Suite 900A, LA, CA 90017. Tel: (213)353-3982, Fax: (213)353-1686, Email address: jhernandez@pacela.org / website: www.pacela.org .

APPLICATION DEADLINE: Until position is filled

PERSON SELECTED FOR THE POSITION MUST PASS A PRE-EMPLOYMENT PHYSICAL EXAMINATION

<p>PACE is a private not-for-profit corporation that provides employment, small business assistance, and education, housing and other community services in the Los Angeles City and County areas. PACE is an equal opportunity and affirmative action employer. PACE does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.</p>
