

## JOB DESCRIPTION

October 2015

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

### **BILINGUAL SITE SUPERVISOR - EARLY CHILDHOOD EDUCATION**

#### **General Purpose:**

The Bilingual Site Supervisor - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). A Bilingual Site Supervisor - Early Childhood Education plans and implements age and developmentally appropriate child development programs for children, including the supervision of Master Teachers, Associate Teachers and Teacher Assistants in the Early Childhood Education Department.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Assures the environment meets all health and safety standards for the purpose of requirements by the Department of Social Services Care Licensing, the California Department of Education Child Development Division and local requirements.
- Enrolls children for the purpose of ensuring eligibility criteria mandated by the state and maintains children's files with all required information.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Plans and implements a child nutrition program for the purpose of maintaining required documentation for submission of claims to the Child Care Food Program.
- Schedules child care personnel for the purpose of conforming to legally required adult/child ratios.
- Plans and implements curriculum, develops lesson plans and completes child assessments to ensure compliance with CDE Funding Terms and Conditions.
- Supervises children and evaluates child care for the purpose of monitoring in accordance with their job descriptions, including parent volunteers in the early childhood education department.
- Supervises project expenditures for early childhood education services programs for the purpose of carrying out objectives and complying with state, federal and/or district requirements.

#### **Minimum Qualifications:**

##### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

##### **Education:**

- A Bachelor's degree in a job related field is preferred.

##### **Experience:**

- Paid or volunteer experience in a public or private child care and development program or other experience working with pre-school aged children.



## **BILINGUAL SITE SUPERVISOR - EARLY CHILDHOOD EDUCATION/PAGE 2**

### **Knowledge, Skills and Abilities:**

- Knowledge to perform algebra and/or geometry.
- Knowledge to read technical information.
- Knowledge to compose a variety of documents.
- Knowledge to facilitate group discussions.
- Knowledge to solve practical problems.
- Knowledge of theory and practice of Early Childhood Development, including observation techniques.
- Knowledge of the requirements of age and developmentally appropriate curricula.
- Knowledge of temperamental characteristics of young children.
- Knowledge of child nutrition.
- Knowledge of the components of anti-bias curricula.
- Knowledge of childhood illnesses.
- Knowledge of administrative and supervision techniques.
- Ability to speak, write and translate Spanish fluently.
- Ability to schedule a number of activities.
- Ability to gather, collate and/or classify data.
- Ability to coordinate a number of factors in the use of equipment.
- Ability to work with others under a variety of circumstances.
- Ability to analyze data utilizing defines but different processes.
- Ability to operate equipment using various methods of operation.
- Ability to work with a diversity of individuals and/or groups.
- Ability to work with data of different types and/or purposes.
- Ability to use a variety of job related equipment.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to select and administer appropriate developmental assessments
- Ability to plan and implement appropriate developmental assessments.
- Ability to plan activities that will enhance the cognitive, social-emotional and physical development of young children, including nutrition.
- Ability to maintain an orderly environment through redirection and positive discipline.
- Ability to supervise a staff of varying educational and experiential backgrounds.
- Ability to relate to adults from varying socio-economic and cultural backgrounds.
- Ability to organize and maintain orderly records.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a Site Supervisor Permit issued by the California Commission on Teacher Credentialing or obtain a Site Supervisor Waiver by the State Department of Education.
- Must currently have or must obtain Pediatric CPR/First Aid/Health and Safety Training certification within 90 days of employment.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

**BILINGUAL SITE SUPERVISOR - EARLY CHILDHOOD EDUCATION/PAGE 3**

**Work Environment:**

- Work is performed in an office or school environment, continuous contact with students, staff and representatives of other agencies.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Based upon education and experience

Reviewed and Approved:

Supervisor: Cathy Gouin Date: 10/27/2005

Human Resources: [Signature] Date: 10/30/05