

Education Program Supervisor

Application Deadline: Open Until Filled

Colusa County Office of Education is recruiting for an Education Program Supervisor who can oversee the activities of the designated area and assure effective program daily operations of high quality early care and educational programs that promotes school readiness. Must have child development knowledge, provide leadership, and demonstrate supervisory abilities.

CURRENT ASSIGNMENT LOCATION:

Williams Children's Center

SALARY:

\$29.49 - \$37.64 per hour

HOURS/DAYS:

7.5 hours per day, 220 days per year

BENEFITS:

Partially paid medical, dental and vision benefits; paid sick leave; CalSTRS retirement

EDUCATION & EXPERIENCE:

- Baccalaureate or advanced degree in Early Childhood Education with early education teaching experience, or a baccalaureate or advanced degree and equivalent coursework in Early Childhood Education with early education teaching experience Site Supervisor's Permit or a Program Director's Permit.

LICENSES & REQUIREMENTS:

- Valid Infant/Child/Adult CPR and First Aid Certificate
- Valid Child Development Site Supervisor or Program Director permit
- The successful candidate will be required to provide DOJ fingerprint clearance, TB test clearance, a valid California driver's license, and immunizations as described on complete job description following acceptance of job offer

KNOWLEDGE AND ABILITIES:

Bilingual English/Spanish preferred

APPLICATION DEADLINE: OPEN UNTIL FILLED

It is to your advantage to apply as soon as possible, as recruitment may close at any time.

Current CCOE Children's Services employees only: Letter of Interest and Resume submitted to Human Resources

Colusa County Office of Education (CCOE) participates in E-Verify. To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the CCOE website.

Nondiscrimination in Employment, Programs and Services & Drug, Alcohol, and Tobacco-Free Workplace.



Colusa County Office of Education

Human Resources
345 5th Street, Suite A
Colusa, CA 95932
(530) 458-0350
hr@ccoe.net

APPLICATION PROCEDURE

Interested candidates must apply online at www.edjoin.org

REQUIRED APPLICATION MATERIALS

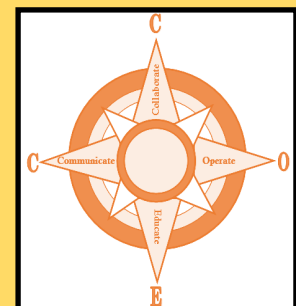
A complete application packet will include:

- Resume
- Letter of Interest
- Two Professional Letters of Recommendation (dated within the last 12 months, preferred)
- Permit Copy
- Unofficial Transcripts

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All employment applications and supplemental documents must be submitted through EdJoin.

Incomplete application packets may not be considered.



COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING):

- Oversee the daily activities of the designated area and assure effective program operations. *E*
- Monitor and ensure classroom activities follow curriculum and promote children's social, emotional, physical, and cognitive growth and development. *E*
- Oversee and monitor the physical indoor and outdoor environment of each learning center. *E*
- Supervise, manage, and evaluate the performance of assigned personnel; make recommendations regarding disciplinary action, reassignments or terminations of assigned employees; organize advertisement, selection, and interviewing processes. *E*
- Plan and deliver professional development and individualized coaching to assigned staff to support quality programming and improvement. *E*
- Coordinate regularly scheduled meetings with staff. *E*
- Serve as a leader in child development and promote inclusive educational experiences for young children and assure quality planning and implementation. *E*
- Review attendance and enrollment documentation and follow-up as needed. *E*
- Monitor files and documentation systems to ensure procedures are followed. *E*
- Monitor and ensure that all site safety and supervision protocols are followed. *E*
- Support staff with effective curriculum implementation and ongoing child assessments. *E*
- Oversee timely submission of program reports and review data to ensure continuous improvement, program quality, and support positive child outcomes. *E*
- Implement program goals, objectives, policies, procedures, and reports. *E*
- Organize and prepare mandated and required federal and state reports. *E*
- Select, train, assign work, schedule, delegate responsibility, and evaluate staff's performance. *E*
- Maintain adult/child ratio and assure compliance with State Licensing standards and requirements. *E*
- Assist with meetings for staff, parents, case studies, etc. *E*
- Oversee the preparation and maintenance of various reports; prepare and maintain a variety of records, reports and files related to children, families, and area activities. *E*
- Attend meetings and communicate with County Office departments, district personnel and outside organizations to coordinate activities, resolve issues and concerns, and exchange information. *E*
- Work with city, county and state government agencies to support public relations and continued operation of the Center. *E*
- Maintain training materials as needed. *E*
- Responsible for ensuring that facilities meet all State Licensing and funding requirements. *E*
- Operate a variety of office equipment to perform assigned duties. *E*
- Conduct regular on-site observations of staff to provide feedback to staff in order to achieve positive outcomes. *E*
- Visit center sites regularly to maintain communication, support, and monitor staff and operations. *E*
- Serve on intradepartmental management teams as necessary. *E*
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Diverse cultures
- Family Child Care and Child Care Center licensing regulations
- Health and safety regulations
- Principles and practices of supervision and training
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Laws, rules and regulations related to assigned activities
- Interpersonal skills using tact, patience and courtesy
- Child Care Food Program
- Computer hardware and software programs

ABILITY TO:

- Oversee the activities of the designated area and assure effective program operations
- Supervise and evaluate the performance of assigned personnel
- Coordinate effective child development education and child care food nutrition programs
- Prepare and maintain a variety of records, files and reports
- Establish and maintain cooperative and effective working relationships with others
- Prioritize and schedule work
- Make informed decisions and problem solving skills
- Work independently with little direction
- Observe health and safety regulations
- Communicate effectively both orally and in writing
- Maintain confidentiality of personnel, student and family issues
- Lift and carry objects weighing up to 40 pounds
- Operate a variety of office equipment to perform assigned duties
- Operate a computer and various technology devices to complete reports and maintain data
- Operate a vehicle to conduct work

WORKING CONDITIONS:

ENVIRONMENT:

- Office
- Child development sites
- Constant interruptions
- Constant noise

PHYSICAL ABILITIES:

- Bending at the waist, squatting and kneeling
- Seeing to observe children in daily activities
- Hearing and speaking to exchange information on the telephone or in person
- Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
- Sitting or standing for extended periods of time
- Reaching overhead, above the shoulders and horizontally to retrieve or store materials
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Drive a vehicle to conduct work

HAZARDS:

- Potential for contact with blood-borne pathogens and communicable diseases