



EMPLOYMENT OPPORTUNITY

Position: **SITE SUPERVISOR**
Location: Menlo Park Head Start Site
Salary: \$20.91 - \$25.46 per hour
Filing Deadline: Open until filled

ALL APPLICANTS MUST SUBMIT COPIES OF TRANSCRIPTS WITH REQUIRED ECE UNITS WHEN APPLYING FOR THIS JOB

EXAMPLE OF DUTIES:

1. Responsible for the daily operation of the site in compliance with licensing and Head Start Performance Standards
2. Teach a group of children ages 3-5
3. Plan, develop and carry out classroom goals and objectives
4. Participate in parent center meetings; maintain ongoing communication with parents including parent-teacher conferences and home visits.
5. Supervise site staff.
6. Responsible for site reporting and other administrative tasks.

QUALIFICATIONS:

1. BA in Early Childhood Education plus six (6) Administration units
2. A minimum of 3 years actual classroom teaching experience
3. Proof of completion of core ECE courses (ECE 201 Child Development, ECE 210 Early Childhood Education Principles, ECE 211 Early Childhood Education Curriculum, ECE 212 Child Family and Community)
4. Current California Child Development Teacher Permit
5. Current Department of Justice/FBI Child Abuse Index Clearance
6. Recent tubercular clearance (within past six (6) months)
7. Current Pediatric CPR and First Aid certification
8. Health examination upon employment
9. Regular attendance and punctuality are an essential function of the job.
10. Must be able to occasionally lift and/or move a child (up to 40 pounds)

SELECTION PROCESS:

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. All applicants must submit their transcript of records with their application. Those applicants evidencing the best qualifications will be invited for a panel interview evaluation. All candidates interviewed will be notified in writing following interview evaluation.

SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION

APPLY: Attn: Human Resources
The Institute for Human and Social Development, Inc.
1265 Mission Road
South San Francisco, CA 94080
(650) 589-5710 (FAX)
hr_resume@ihsdinc.org

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER