



# OWENS VALLEY CAREER CAREER DEVELOPMENT

Family Literacy, Language Program, Tribal TANF,  
Career Education, Early Childhood Education  
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

**POSITION TITLE:** Early Head Start (EHS) Site Supervisor  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Early Childhood Education (ECE)  
**SUPERVISOR:** EHS Director  
**SALARY:** \$40,123.20 to \$65,356.46 per annum

## **Position Summary:**

Under direction of the EHS Director, the EHS Site Supervisor is responsible for providing technical assistance, mentoring, and training to the staff evolving around the planning of children's readiness to learn and EHS curriculum. Responsible for all aspects of the educational components of the EHS program and ensures that children are provided a developmentally appropriate learning environment, with opportunities to develop socially, cognitively, culturally and emotionally in accordance with established principles and regulations of the EHS program. The EHS Site Supervisor will oversee the EHS site in which they are placed, and responsible for all site staff and site management.

*This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.*

## **Essential Duties & Responsibilities:**

- Participate in grantee and delegate component pre-service training.
- Perform the functions of this position with a strong understanding of the EHS Performance Standards and the component plans; Early Childhood Education (ECE) development outcomes; and thorough knowledge and application of Developmentally Appropriate Practices.
- Supervise the educational services, classroom and education staff.
- Monitor the implementation of the EHS curricula in the classroom.
- Supervise all classroom practices - room arrangement, lesson plans, daily schedules, routines, and transitions to assure their adherence to program policies.
- Supervise children's assessment, including weekly observations in each area, examples of the child's work, developmental assessments, and children's assessment data entry and outcome reports.
- Assist in implementing Family Literacy Program;
- Lead responsibility for parent involvement in education services as per ECE requirements.
- Coordinate the transition of children and assist with the children's transition to their next destination at the end of the season.
- Work cooperatively with other component coordinators to plan education services integrated with health, mental health, dental health, nutrition, parent involvement, and social services.
- Attend staff training and meetings, and board and parent meetings as requested.
- Assist in recruiting and orienting volunteers, providing them with guidance as needed.
- Complete and submit required reports to the EHS Director in a timely and accurate fashion.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

### **Minimum Qualifications:**

- AA/AS degree (or 60 units) with 24 ECE/CD units, including core courses plus 6 units in administration and 2 units in adult supervision; 350 days of 3 hours per day within 4 years, including at least 100 days of supervising adults; **or**
- California Master Teacher's Permit that meets or exceeds the requirements for a Child Development Associate Credential/Degree, with 4 years teaching experience and complete no less than 6 units of administration and 2 units in adult supervision in Child Development class; **or**
- Child Development Teacher permit is appropriate to the age of the children being served in center-based program, and 24 units in ECE classes and 21 units in basic course work with 3 units in Infant/Toddler Development; 4 years teaching experience; 3 units in administration; and 2 units adult supervision within 190 days of hire preferred.

Must complete 105 hours of professional growth every five years ECE management experience and experience with Native Communities are preferred. First Aid, CPR, and Automatic Defibrillator Certificates required or obtained and maintained within six (6) months of hire. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, TB clearance, background investigation and fingerprint clearance.

***OVCDC has a mandatory COVID-19 vaccination policy. All employees are required to show proof of vaccination within 30 days of employment.***

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

- Knowledge of applicable tribal, federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of early childhood development, diet and nutrition guidelines.
- Knowledge of curriculum development, use of educational technology, effective instructional strategies/techniques, program designs, assessment and evaluation procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with all stakeholders.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both social and cultural backgrounds.
- Ability to interpret applicable tribal, federal, state, county and local laws, regulations, and requirements.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Ability to analyze and solve problems.
- Ability to make administrative/procedural decisions and judgments.
- Ability to maintain confidentiality.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is generally performed in an office or day care setting with a moderate noise level where employee may be exposed to unpleasant odors, hazardous material and infectious disease. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel is required.

### **Native American Indian Preference:**

Native American Indian preference shall apply to all positions at OV CDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

**Note:**

This is a grant-funded position. Continued employment in this position is contingent upon renewal of the grant on a year-to-year basis.