

**Job Announcement
SITE SUPERVISOR I**

HOURLY

SALARY RANGE: 9.88 10.42 10.99

HEALTH BENEFIT: Full Time Employees Only - Up to \$220.00 for individual Medical, Dental and Vision Insurance.

BENEFITS: Full and Part Time Employees

- Paid lunch break, 12 holidays, 12 sick and 10 vacation days per year (prorated for part time employees).
- Educational leave for approved classes.
- Fees for training, First Aide/CPR, fingerprints and permits.
- Membership in Credit Union.
- Closed (vacation) between Christmas and New Years Day.
- Employment is partial eligibility for stipend from LA County First 5. (Past stipends have been from \$500 to \$3,500).

DEFINITION: The Site Supervisor shall conduct the program of the day care center in accordance with established agency policies, as well as working with children in the classroom.

MINIMUM

- QUALIFICATIONS:**
- A California Children's Center Permit or California Teacher's Credential.
 - Six (6) Units of Administration.

DUTIES: The Site Supervisor shall be responsible for the following:

- The total program of the child care center.
- Creating an environment that promotes a positive self-concept for children, parents and teaching staff.
- Maintaining accurate agency documentation.
- Training on the High/Scope Curriculum.
- Ensuring the health and safety of children and staff on and off the site.
- Conducting weekly site meetings and attending parent meetings.
- Supervising teaching staff, monitoring attendance, and evaluating staff.
- Requisitioning supplies.
- Other duties as assigned by the Director of Education.

SPECIAL

- REQUIREMENTS:**
- Bilingual Preferred
 - Current T.B. Test and statement of good health
 - Use of car. Valid California Driver's License and proof of liability insurance (Mileage compensation allowed)
 - Finger Print Clearance
 - First Aid; 15hr. CPR Certification

SEND RESUME: L.A. Child Care, Attn.: Andrea Joseph, 2701 N. Main St. LA CA 90031

(Rev. 11/06)

Los Angeles Child Care and Development Council is an Equal Opportunity Employer

**Job Announcement
SITE SUPERVISOR II**

HOURLY

SALARY RANGE: 10.37 10.94 11.54

HEALTH BENEFIT: Full Time Employees Only - Up to \$220.00 for individual Medical, Dental and Vision Insurance.

BENEFITS: Full and Part Time Employees

- Paid lunch break, 12 holidays, 12 sick and 10 vacation days per year (prorated for part time employees).
- Educational leave for approved classes.
- Fees for training, First Aide/CPR, fingerprints and permits.
- Membership in Credit Union.
- Closed (vacation) between Christmas and New Years Day.
- Employment is partial eligibility for stipend from LA County First 5. (Past stipends have been from \$500 to \$3,500).

DEFINITION: The Site Supervisor shall conduct the program of the day care center in accordance with established agency policies, as well as working with children in the classroom.

MINIMUM

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- Training on the High/Scope Curriculum.
- Ensuring the health and safety of children and staff on and off the site.
- Conducting weekly site meetings and attending parent meetings.
- Supervising teaching staff, monitoring attendance, and evaluating staff.
- Requisitioning supplies.
- Other duties as assigned by the Director of Education.

SPECIAL

- REQUIREMENTS:**
- Bilingual Preferred
 - Current T.B. Test and statement of good health
 - Use of car. Valid California Driver's License and proof of liability insurance (Mileage compensation allowed)
 - Finger Print Clearance
 - First Aid; 15hr. CPR Certification

SEND RESUME: L.A. Child Care, Attn.: Andrea Joseph, 2701 N. Main St. LA CA 90031

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