

**Classification:** Certificated Teaching staff  
**Position Title:** Site Coordinator  
**Department:** First Steps Children's Center  
**Reports to:** Division Manager

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**Definition of Classification and Title:**

Under supervision of the Division Manager, the Site Coordinator will oversee and manage the successful implementation all components of a quality preschool or Infant/Toddler Child Care Center while working effectively with parents. This includes, but is not limited to any or all of the following: data collection and all accompanying documentation for their classroom, review of staff and children's files and incorporating individualized and developmentally appropriate practices for all children enrolled in their classroom. The Site Coordinator is responsible for consistent implementation of the curriculum to ensure fidelity. In alignment with the individual and classroom assessments and evaluations, work with the Teaching Team to develop individualized and developmentally appropriate learning activities for all children enrolled in their classroom. The Site Coordinator is responsible for supervising the teaching staff and promoting the success of the teaching team by adhering to all policies and procedures, and working to maintain compliance with all Licensing and funding regulations.

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**Description of Duties:**

**General:**

1. Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values.
2. Promote and maintain a sense of teamwork between Early Education Services, other CAPC staff, volunteers, Board members, and other individuals relevant to the successful operation of each program.
3. Develop and maintain mutually beneficial working relationships with other stakeholders to ensure support of the agency's vision, mission and values.
4. Maintain compliance and knowledge of all CAPC Policies and Procedures, funding and regulatory rules, and laws that apply to the program contracts and oversight agencies.

**Program Specific:**

1. Provide for the health, safety, and nutrition of children.
  - A. Supervise children at all times to ensure a safe environment according to Cal OSHA Guidelines (SB198) Plan, Licensing 22 and Title 5 standards.
  - B. Implement healthy practices within the classroom environment using universal health precautions including but not limited to washing hands, using appropriate gloves, changing diapers/clothing in a timely manner, dispensation of authorized medications.
  - C. Keeping accurate emergency information and authorizations for all children.
  - D. Maintain current CPR and First Aid Pediatric Certification.
  - E. Provide food service support (serving and cleaning) for meals, snacks, and other activities according to accepted practices.

- F. Implement Center's Plan for medical and disaster related emergencies according to (SB198) guidelines.
  - G. Communicate all family updates to the Program manager and/or Program Director.
  - H. Maintaining all nutrition documentation on all children less than 12 months old.
2. Provide Early Childhood Programming
    - A. Planning and implementation of lesson plans that reflect the value statement and philosophy of the Agency integrating indoor and outdoor environments.
    - B. Developing and implementing age appropriate literacy rich classroom environments which include displays of children's work and attractive interest centers.
    - C. Encourage and model language expansion, extended learning and problem-solving strategies throughout the day.
    - D. Lead teaching team in maintaining ongoing developmental records for each child, including: child observation notes and completion of developmental profile (DRDP+).
    - E. Ensure screenings, assessments, observations and other required documentation is completed and submitted per agency requirements.
  3. Ensure center personnel policies are followed.
  4. Lead and conduct classroom team staff meetings on a monthly basis.
  5. Physically and mentally capable to responsibly and professionally assist children and ensure their safety in a variety of settings, including but not limited to classroom, playground, and in the community.
  6. Record statistics and compile reports required by funding sources.
  7. Network with other community agencies and participate when requested, in community and health fairs and other events designed to promote CAPC programs.
  8. Supervision of teaching staff and classroom volunteers.
  9. Other duties, both program specific and CAPC related, as assigned.

### **Minimum Qualifications**

**Education:** Graduation from an accredited four year college or university with major course in Child Development, Social Services, Administration or a closely related field Desired; Appropriate ECE units to earn a Site Supervisor permit (or higher) required. Additionally, six Infant/Toddler units are required if working with children birth to three.

**Experience:** Five years of relevant experience teaching/working with children (ages 0 to 5) and families with a minimum of three years supervisory experience.

**Knowledge of:** Childhood development and child abuse issues.

**Ability to:** Gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally. Present the agency approved curriculum in group, classroom and one-on-one settings. Engage students in interactive and developmentally appropriate learning experiences.

**Technical Skills:** Basic computer skills to include MS Outlook and Internet usage.

**Condition of Employment:** Unless mutually agreed upon, and consistent with funding source requirements, employment with the CAPC requires a clearance from the Department of Justice, the FBI and CACI (through submitted fingerprints).

The employee is required to provide proof of immunizations records for Pertussis, Measles (unless a written statement from the employee's physician that there is a medical reason not to vaccinate the employee), an annual record of Flu immunization (or a signed statement from the employee that they have declined to be vaccinated against the flu), and a T.B. clearance (checked every two years).

Additionally, ECE staff are required to show proof of vaccination against Hepatitis B (consistent with Cal OSHA regulations).

The employee must have a car, a valid driver's license, and proof of on-going automobile insurance and must provide annually, a DMV record report compliant with the Agency's liability insurance requirements.

The employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

**Physical Demands:** In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, crouch, squat, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. Repetitively lift from floor to waist and/or move 30 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary. Mental ability to handle commotion, high noise levels, and pressures of Children's Center on a daily basis, and assume responsibility for safety and welfare of children in a variety of settings, including but not limited to the classroom, playground and community.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Acknowledgment:**

I have read and understand the requirements for this position. My performance of these duties will be evaluated after a 90 probationary period and at the anniversary of my hire date thereafter.

I understand that this position is grant funded and may be eliminated for lack of funding or reorganization.

I understand that I am an at-will employee.

Accepted: \_\_\_\_\_

Employee Name

Date

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date