

## Lincoln Community Preschool

### Position: **Site Supervisor**

The Site Supervisor oversees the day-to-day operations of the center, ensuring the health and safety of the children, managing staff members, and maintaining compliance with Community Care Licensing regulations. The Site Supervisor supports the implementation of Title 22 and Title 5 requirements as it relates to Education, Safety and Supervision. The Site Supervisor collaborates with teachers and families to build a trusting, supportive and nurturing relationship to support positive child outcomes. The Site Supervisor maintains strong communication and record keeping skills.

Responsibilities include the following:

- Manage the day-to-day operations of a childcare and development program at a single site
- Ensure compliance with regulations and address any deficiencies promptly
- Maintain on-site records including sign-in/out sheets, meal production records, attendance documentation, and licensing requirements
- Promote a safe and nurturing environment for children, ensuring their physical and emotional well-being
- Support children's social, emotional, cognitive, and language development through various activities and interactions
- Foster parent involvement and communication through an open-door policy and regular updates on their child's progress
- Maintain a high-quality learning environment with a focus on safety, health, and active play
- Participate in staff trainings, meetings, and professional development activities
- Document and assess children's learning progress, plan activities, and conduct parent conferences.

### Requirements / Qualifications

- Site Supervisor Permit or higher
- Minimum of 3 years experience in the childcare setting
- Minimum of 2 years experience supervising staff
- Knowledge of California Infant Toddler and Preschool Foundations
- Strong understanding of community care licensing (title 22) and education code (title 5)
- Strong communication and interpersonal skills

- Ability to work collaboratively with staff, parents, and regulatory agencies
- CPR and First Aid certification required

Required Documents:

- Resume
- (3) Letters of Reference
- Unofficial Transcripts

HOW TO APPLY

Email required documents to: [info@LincolnCommunityPreschool.com](mailto:info@LincolnCommunityPreschool.com)