

Site Supervisor (4149U) 69365
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=236393>

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Posted May 21, 2024, set to expire Jun. 30, 2024

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| Job Title | Site Supervisor (4149U) 69365 |
| Department | |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | May 21, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Facilities/Maintenance/Transportation Facilities/Maintenance/Transportation |
| Apply Online Here | https://apptrkr.com/5273312 |

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, the Early Childhood Education Programs (ECEP) serves over 260 children (3 months through pre-kindergarten) of university (faculty, staff and students) and community families. The program consists of over 60 career FTE, 10 - 30+ limited and per diem substitutes, and up to 100 student assistants who work daily with children and families in the program to assure quality early education experiences that best nurture and develop the individual child, support a family responsive environment for the university and advance the field of early childhood education.

Position Summary

Under the leadership of ECEP's Central Administration, this position involves providing developmentally appropriate early care and education to children ages 3 months to kindergarten eligible; supporting their families regarding early childhood education; and providing and modeling

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training experiences for teachers, assistant teacher, and student/classroom assistants. Position may collaborate with researchers to develop a research environment and oversee, perform and report on research conducted in the program.

Application Review Date

The First Review Date for this job is: 06/03/2024

Responsibilities

Staff Management

- Supervises site staff on a daily basis to meet goals and objectives established by ECEP Central Administrators.
- Communicates to staff in alignment with ECEP Central Administration. Deploys and enforces the policies of the ECEP Central Administrators, conducts staff meetings to keep staff updated on important information, and fosters staff engagement and high-quality work.
- Works closely with ECEP Central Administrators to hire, onboard, and train site staff, including: Teachers, Teacher Assistants, Classroom Assistants, Student Assistants, and substitutes. In consultation with ECEP Central Administrators, provides effective performance coaching and feedback, and conducts probationary and annual performance evaluations for all direct reports.
- Oversees staff's completion and filings of ITERS/ECERs, and DRDPs per regulation, current technology used (e.g. Learning Genie) and best practices.
- Evaluates teaching teams, and recommends staffing changes to ECEP Central Administration annually (or sooner as necessary) to achieve programmatic objectives.
- In collaboration with Administrative Supervisor and Training & Technical Facilitator, identifies staff development needs and supports staff in completing training objectives.
- Recommends personnel-related actions. Provides oversight and evaluates assistant teachers and student/classroom assistants. Participates in the selection, development, and evaluation of staff to ensure the efficient operation of the function.
- Continues to broaden professional knowledge and skills and attends on-going training, staff meetings, and in-service training as required.
- Completes all mandatory training for UC Berkeley and ECEP on, or before, deadlines.

Classroom Management

- Provides guidance and supervision to up to three classrooms, with responsibility for quality and

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quantity of work in early childhood education including direct teaching of children.

- Ensures adequate staff coverage in accordance with state licensing requirements including anticipated & unanticipated staff absences or shift changes, and preparation of daily staffing sheets.
- As needed to meet regulatory ratios, serves as a member of a classroom teaching team.
- Serves as a mentor to classroom staff.
- Leads and directs the work of classroom staff as directed by supervisor. This may include assisting with lesson planning, child assessments, projects, and classroom observations.
- Ensures a supportive, nurturing, growth-oriented site atmosphere, inclusive of all children, families, and staff. Includes lesson planning, projects, assessments of children, parent conferences, and overall supervision of the classroom.

Parent Relations

- Communicates in a timely manner with interested families to schedule site tours and pre-enrollment meetings. Responsible for providing accurate & up-to-date information as requested.
- Upon enrollment, welcomes parents and fosters a supportive environment.
- Develops effective relationships with families to assess and provide individual family support, communication, and problem resolution.
- Is readily available to meet with parents regarding all aspects of their child's program and care.
- Communicates and solicits participation, coordinates responsive and informative agendas, and meets regularly with the site's Parent Advisory Committee (PAC).
- Fosters parent/family involvement and volunteer activities, including fundraising efforts, and facilitates special parent meetings as needed.
- Is appropriately clear and firm, yet flexible, regarding program requirements of families balancing quality care, good customer service with good University stewardship and risk management. and communicates urgent matters in a timely manner
- Creates monthly site newsletters to keep parents advised on site events and communicates urgent matters in a timely manner.
- Creates a supportive environment for families in the program and facilitates participation and involvement. Communicates in a positive constructive manner that acknowledges family perspective while clarifying/supporting management policy and ECEP educational and developmental philosophy.
- Assists teaching staff in parent conferences.

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Licensing Compliance

- Maintains clear understanding of all current licensing regulations and requirements.
- Trains staff on licensing regulations, provides annual or earlier updates as needed, and ensures compliance as necessary.
- Communicates with parents regarding site licensing issues as they arise.
- Acts as point of contact for community care licensing representatives during scheduled and unscheduled visits, or assigns director-qualified staff in absence.
- On a daily basis, walks through and reviews site facilities including, but not limited to: classrooms, equipment, supplies, storage areas, and grounds to identify safety issues, ensure cleanliness, and identify items needing repair or replacement. Addresses or escalates as appropriate.

Site Record Keeping & Budget Management

- Maintains compliance in recordkeeping according to various programs, such as Title V, Title 22 (including reports to Licensing), DRDP, Child and Adult Care Food Program (CACFP), Quality Rating and Improvement Systems (QRIS) Classroom Assessment Scoring System (CLASS), Ages and Stages Questionnaire (ASQ), Ages and Stages Questionnaire Social Emotional (ASQ-SE), National Association for the Education of Young Children (NAEYC), and Program for Infant Toddler Caregivers (PITC).
- Ensures data collection and record keeping is conducted in accordance with local, state and federal requirements including but not limited to: Child Care Food Program, Title V, QRIS, Program for Infant Toddler Caregivers (PITC), and CLASS.
- Maintains files for staff and children in accordance with Licensing & campus regulations.
- Ensures all child files up-to-date and oversees appropriate confidentiality and protection of any trigger data.
- Ensures staff files, permits, certifications, health exams, and immunization records are up-to-date, reminding staff in writing at least 60 days in advance when due for renewal. Escalates non-compliant staff issues to Administrative Supervisor.
- Ensures student/parents/staff rosters for Site are regularly reviewed and updated.
- Ensures all injury reports, meal counts, sign-in sheets, and intake forms are completed and maintained, per licensing and policy requirements and escalates any safety or compliance issues in a timely and appropriate manner.
- Obtains and organizes Student Assistant and Substitute Teaching Staff evaluations which are

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kept at site; obtains and organizes Teacher and Assistant Teacher evaluations and related performance documents which are kept centrally in HR.

- Monitors site paperwork for compliance with California Department of Education regulations.
- Reviews and submits site time reporting to ensure accuracy and payroll deadlines are met.
- Manages site budget as provided by ECEP's Central Administrators and completes and retains all budget and reimbursement paperwork per policy and good stewardship practices.
- Maintains sufficient inventory of equipment and supplies for efficient operation and orders/reorders as necessary within appropriate guidelines. May order supplies, as needed within assigned budget, without pre-approval. Purchases above assigned budget must be reviewed and approved by ECEP's Central Administration.
- Tracks orders from initial purchase through receiving and payment of invoice. Follows-up on any problems related to orders, invoicing, and/or reimbursements.
- Engages in regular communication with ECEP Central Administrators to provide site updates on enrollment, budget, family participation, staffing, facilities, etc. and escalates time sensitive issues as needed.

Building Access and Facility Safety, Maintenance, & Equipment

- Maintains knowledge of alarms/codes. May request access for site staff, with approval from ECEP Central Administration.
- Maintains building key inventory securely and assigns/tracks to site staff as needed.
- Submits work orders to address facility safety & maintenance needs. Ensures work is completed in a timely manner.
- Responsible for determining when building maintenance issues should be escalated to ECEP Central Administration.

Required Qualifications

- Strong working knowledge of early childhood education processes, as well as related policy and regulatory compliance requirements, and prior supervisory experience in an early childhood education setting.
- Strong interpersonal skills, service orientation, active listening, critical thinking, ability to multi-task effectively in a challenging environment, organizational skills and effective verbal and written communication skills.
- Requires working knowledge of, and ability to navigate, basic computer applications (e.g. Microsoft Office, Google Suite).

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- Must test TB negative and have health screening clearance.
- Must pass FBI and DOJ background check with approval from Dept. of Social Services.
- Must have and maintain an applicable Child Development Permit (Site Supervisor or higher). If working in a site that contains infant or toddler classrooms, must have at least 3 infant units.
- Has and maintains current child CPR and first aid certificates.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of Title V, Title 22 (including reports to Licensing), DRDP, Child and Adult Care Food Program (CACFP), Quality Rating and Improvement Systems (QRIS) Classroom Assessment Scoring System (CLASS), Ages and Stages Questionnaire (ASQ), Ages and Stages Questionnaire Social Emotional (ASQ-SE), National Association for the Education of Young Children (NAEYC), and Program for Infant Toddler Caregivers (PITC).
- Knowledge of DRDP applications (e.g. Learning Genie).

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Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$59,800.00 - \$69,700.00. The full possible range for this classification is \$49,900.00 - \$82,900.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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Physical Exam

- Must test TB negative and have health screening clearance.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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