

## Child Start, Inc. Job Description

*The job characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Job Title:** Child Care Partnership Supervisor  
**Supervisor:** Program Operations Director  
**Supervises:** Comprehensive Services Coaches

**Revised:** October 2024  
**FLSA Status:** Exempt  
**Salary:** \$6,079.44 monthly

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### **GENERAL SUMMARY:**

Under the direction of the Program Operations Director, The Child Care Partnership Supervisor is responsible for overseeing and supporting the implementation of high-quality early childhood education and care services in partnership with child care providers. This role involves providing leadership, technical assistance, and supervision to staff, ensuring compliance with Head Start Performance Standards and state licensing regulations, and fostering strong relationships with families and community partners.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

#### **Program Oversight and Quality Assurance:**

- Responsible for the ongoing oversight and on-going monitoring of partner's child development centers for full compliance of program implementation that is consistent with partner contracts and EHS Performance Standards, general child care funding terms and conditions and other pertinent federal and state guidelines.
- Monitor the implementation of program services, including curriculum, assessments, and family engagement activities.
- Conduct regular site visits to assess program quality and compliance with regulations.
- Support Coaches in developing goals for partners to reach their fullest potential in delivering a high quality early childhood development program.
- Ensure timely and accurate data collection and reporting.

#### **Staff Supervision and Development:**

- Supervise a high-performing team of Comprehensive Services Coaches.
- Provide ongoing coaching, mentoring, and professional development opportunities for staff.
- Conduct performance evaluations and address performance issues as needed.
- Foster a positive and supportive work environment.

#### **Family Engagement and Partnership:**

- Build strong relationships with providers and community partners.
- Support Coaches and providers to facilitate parent involvement activities, such as workshops, meetings, and social events.
- Provide support and resources to Coaches to address family needs and promote child development.

#### **Compliance and Reporting:**

- Ensure compliance with all federal, state, and local regulations, including Head Start Performance Standards.
- Prepare and submit required reports and documentation in a timely manner.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Education and/or Experience**

- BA degree in Early Childhood Development with minimum 3 units in Infant/Toddler Development **and**
- Three years of full-time experience in program administration and supervision **or**  
At least five years experience with equivalent education/training.

**Other Requirements:**

- Ability to pass criminal record clearance
- Clear TB test and statement of good health from a doctor are required as a condition of employment
- Ability to provide proof of immunization against measles, pertussis, and influenza
- Valid California Driver's License, required insurance and acceptable driving record
- Willingness to report any suspected child abuse as required by state law.
- Bilingual (English/Spanish) preferred

**Other Skills and Abilities**

- Ability to develop positive working relationships with other staff, parents, volunteers, and community partners.
- Must be committed to a high standard of safety and be willing and able to comply with employer safety policies.
- Must maintain regular and acceptable attendance in compliance with agency Attendance policy.
- Ability to use technology such as computers, web-interface programs such as Microsoft 365.
- Experience in conflict resolution
- Familiarity of adult learning styles
- Strong communication, organization and time management skills
- Ability to relate to families and children from diverse cultural, social and economic backgrounds

