

# YWCA of Richmond

## Position Description

<b>Job Title:</b>	<b>Site Supervisor –Sprout School</b>	<b>PAY GRADE: 4</b>
<b>Department:</b>	Early Childhood Education	
<b>Reports To:</b>	Director of Child and Family Development	
<b>FLSA Status:</b>	Exempt	
<b>Prepared By:</b>	Director of Child and Family Development and Chief Program Officer	
<b>Prepared Date:</b>	July 24, 2017	
<b>Approved By:</b>		
<b>Approved Date:</b>		

### **GENERAL PURPOSE OF JOB**

The role of the Site Supervisor is to manage the day-to day operations of the specific Sprout School for which they are responsible. Depending on the size of the school, the Site Supervisor may have teaching responsibilities in addition to the administrative responsibilities. The Site Supervisor will be the primary contact with the staff and families at the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### Enrollment

1. Answer inquiries from parents/guardians about the school and the enrollment process
2. Conduct pre-enrollment tours for prospective families
3. Complete an intake/enrollment packet with families after the child is accepted into the school

#### Licensing and Regulatory

1. Maintain children's files in accordance with State regulations and any other funder or accreditation requirements
2. Maintain a current allergy and health condition list
3. Maintain a media permission list; coordinate the use of pictures with the Development Department
4. Maintain attendance records and submit them to the Finance Department
5. Enter meal count data into the database system
6. Ensure that meals are served in accordance with USDA/CACFP regulations and any other funder, regulatory or accreditation requirements
7. Coordinate with the Director of Maintenance regarding on-going or immediate facility needs
8. Conduct appropriate emergency drills - fire, intruder, shelter-in-place
9. Represent the school/agency for regular inspections – DSS licensing, health department, etc.

#### Family Engagement

1. Work with the staff and the Director of Child and Family Development to provide regular family engagement opportunities

#### Supervision

1. Assist with hiring new staff
2. Assist with orienting new staff

3. Support teaching staff in the implementation of the curriculum
4. Give first approval for PTO and arrange coverage to ensure ratios are maintained

### Professionalism

1. Demonstrates professionalism, engagement and kindness to all children and families regardless of race, religion, nationality, abilities, familial status or make-up, etc.
2. Maintains a professional working atmosphere and confidentiality of information in relation to staff, children, families and co-workers. Performs other duties and responsibilities as assigned by the Director.
3. Must be able to commit to alignment with the agency's mission and values.

### **SUPERVISORY RESPONSIBILITIES**

The position has no independent supervisory responsibilities but provides on-site leadership to the staff.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

##### Minimum

1. Associate's Degree
2. Strong written and oral communication skills
3. Strong computer and organizational skills

##### Preferred

1. Bachelor's degree in ECE
2. Experience in an early childhood education setting
3. Experience in basic office management

**Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.**