Program Supervisor

Agency Overview
Founded in 1889, Felton Institute | Family Service Agency of San Francisco is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. Our mission is to strengthen families by providing caring, effective, and innovative social services, with special emphasis on the needs of low-income families, children, and the elderly and individuals with disabilities, thus improving the quality of life for all San Franciscans.

Our ideal candidate is someone who enjoys team work and working towards strong partnerships with parents, children and staff. He/ She will have proven leadership, interpersonal skills, supervisory experience and excellent administrative and communication skills that support the integration of services within the child development programs. Strong organizational skills and the ability to multi-task are also key competencies.

Brief Job Description
The Program Supervisor is responsible overseeing the operations of the Program including planning, organizing, coordinating and directing assigned administrative and financial operations. Areas of responsibilities include, but are not limited to: hiring staff, supervising, and evaluating performance of Head Teachers; Supporting the training of all classroom staff; supporting program administration, including strategic planning, visioning, and program compliance. In addition, responsibilities include demonstration teaching, providing consultation, team building, problem solving, collaborative instructional support, positive and non evaluative feedback, preparing and planning trainings. The Program Supervisor is responsible for coaching and supervising the Head teachers, in two (2) main areas: (1) Best practices in: Professional ethics, teacher/child, parent/teacher, teacher/teacher relationships, supervision, developmentally appropriate activities, curriculum implementation, observation and evaluation of children. (2) Inclusion of children with special needs in areas of: Curriculum, planned activities, individual needs and identification of unmet needs for the child.

We are looking for you to have:
- BA degree in Child Development, Early Childhood Education, Special Education or related field of study required +5 years experience of management, supervision experience in an Infant/ Toddler child development program. Master's preferred
- Must hold or be eligible for State of California Commission on Teacher Credentialing Site Supervisor Permit or above
- Must pass a Department of Justice fingerprint clearance and a Child Abuse Index clearance as required by licensing.
- Must have demonstrated ability to create and maintain team effort in the implementation of all FDC programs and projects.
- Knowledge & Experience working with children with identified special needs.
- Ability to work with and support staff of varying educational and experiential backgrounds with sensitive leadership, maturity, and stability.
- Strong communication and interpersonal skills required
- Ability to coordinate various tasks involving various staff person to meet the specific deadlines.
- Must have through knowledge of Title V, Title 17 and Title 22 regulations.
- Must have demonstrated leadership skills and abilities.
- Must have excellent writing and oral communication skills.
- Must adhere to the principles of Early Childhood Education and the NAEYC Code of Ethics
- Knowledge of State and City Early Childhood Care and Education contracts including PFA/HSA, C-Wages, Vouchers contracts preferred.
• Knowledge the Pyramid Teaching Model (CSEFEL), and the California Infant/Toddler Learning, Preschool Learning Foundations and Development Program Guidelines.
• Knowledge of PITC standards for Infant/Toddler Care and the concepts of responsive/individualized care and primary groups.
• Knowledge of and sensitivity to the cultural background of staff, the children and families.
• Ability to work independently under broad supervision
• Ability be a team player with a welcoming attitude and flexibility
• Ability to demonstrate good judgment and management of crisis situations.
• Must be able to pass a physical exam, to meet Title 22 regulations as required.
• Ability to lift 25-40 lbs.
• Ability to bend, stoop, sit on the floor, lower and raise self from floor during classroom activities and to use both hands to grasp securely on a consistent basis. Ability to move quickly in an emergency situation.
• Candidates of color and/or who are bi-lingual in Spanish/English, Cantonese/English, encouraged to apply
• Working knowledge of a variety of computer software applications (i.e. Microsoft Word, Excel and Access, PowerPoint, Adobe Acrobat
• Bilingual (Spanish/English/ Cantonese) preferred.

Additional Information:
Division: Children, Youth and Family
Position Level: 1
Position: 100%
Salary DOE + 21 paid vacation, 15 sick days and 3 Personal Business Days and 12 Holidays.
Reports to: Education Director

SEND RESUMES AND COVER LETTER TO BOTH:
Alicia Torres
Felton Institute
Email: atorres@felton.org

Yohana Quiroz, CYFTAY Chief Operations Officer
Felton Institute
Email: yquiroz@felton.org

Resumes sent without a proper cover letter and/or not meeting MINIMUM qualifications will not be considered