



Program Supervisor

Children, Youth, Family and TAY Division

Agency Overview

Felton Institute responds to the needs of our community by providing innovative, evidence-informed social services that transform lives. Our organization offers 50+ programs that address mental health, the unhoused, early care and education, those impacted by the justice system, transitional age youth, as well as aging adults. Our programs combine the latest scientific research with cultural sensitivity and a deep commitment to supporting and reflecting the communities we serve. Felton offers a dynamic, challenging, and supportive work environment where we encourage the use of professional development, that staff can utilize throughout their career.

Division Description

The Children, Youth, Family, and Transitional Age Youth Services Division (CYFTAY) offers an array of services to low-income and underserved clients with multiple challenges and abilities: Infants, toddlers, and preschool children, including those with special needs. Youth: including transitional age youth, pregnant| parenting teens and youth in the foster care system. Families: including low-income, immigrant, monolingual, and homeless populations. The CYFTAY division offers multidisciplinary programs including Early Childhood Education, Early Intervention| Inclusion, Family Support, Mental Health Services, Health, Nutrition, Wellness, and Parenting Education Programming.

ECE Program(s) Description

Felton Institute has been providing comprehensive early care and education services in San Francisco since 1971. Felton now has ECE programs in SF's Mission, Bayview, and Visitation Valley neighborhoods; and offers a school-readiness program for infants, toddlers, and preschoolers (2 weeks to 6 years old). Felton's ECE programs include 4 infant, 7 toddler, and 11 preschool classrooms, which serve approximately 400 children, full-day/ year-round. These multicultural, educational classrooms provide a nurturing, developmentally challenging, and inclusive environment for very young children of low/moderate-income families. We are committed to inclusive, positive environments that build on children's positive self-esteem and self-image. Our newest ECE program and the first co-located on-site with affordable housing, the Solmar Learning Center is located in the Mission neighborhood and serves 42 preschool children ages birth-6 years old. The program is open year-round, Monday-Friday 7:30 am-5:30 pm.

Job Description

The Program Supervisor is responsible for overseeing the operations of the Program including planning, organizing, coordinating, and directing the daily operations of the Solmar Learning Center. Areas of responsibilities include, but are not limited to: staff developing, supervision, and evaluation of the 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 nonevaluative feedback, preparing and planning training. The Program Supervisor is responsible for coaching and supervising the Headteachers, 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.

Our ideal candidate is someone who enjoys teamwork and working towards strong partnerships with families, 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. We are looking for an individual who truly cares about making our ECE programs a better place for our children, families, staff, and the community at large. Felton currently serves approximately 400 children across five ECE sites in various neighborhoods in San Francisco.

Lastly, the Program Supervisor will be tasked with leading the implementation of Felton's continuity of care model, dual language programming, and the intentional implementation of Learning Stories across the site. He/she must be a self-starter; have strong organizational skills, and a high level of independent judgment required in decision making and duty performance. The ideal candidate will be comfortable collaborating with individuals, families, and Community Based Organizations to implement and successfully manage the site. He/she meets with supervisors and/or directors regularly, and performs other related duties as assigned.

Minimum Requirements

- 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 thorough knowledge of Title V, Title 17 and Title 22 regulations.
- Must complete all required licensing forms, including LIC 9052
- Mandated Reporting training required and renewed every two years
- Current certification for Pediatric First Aid/CPR, and additional 8 hours of preventative health and safety
- 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 to 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.
- Candidates 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.

Additional Information:

Reports to: Director

Job Type: Full-Time

Work Schedule: Onsite

FLSA Status: Exempt

Salary Range: \$89,000-\$95,000 Annually (DOE)

Benefits (subject to election and eligibility): **Fully-Paid Medical and Dental Plans; Health Reimbursement Card, Paid Time Off (personal, vacation, and sick time), 403B with company match.**

Applying Instruction:

Candidates should apply for the position at our career page "careers.felton.org" OR directly email resumes to "jobs@felton.org".

IMP NOTE: Job responsibilities are subject to change according to program requirements.