



Plaza de la Raza Child Development Services, Inc.  
13300 Crossroads Parkway N., #440, City of Industry, CA 91746  
Tel. (562) 776-1301 / Fax (562) 776-8712  
www.plazadelaraza.info

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## Employment Opportunity

Posted Date: 02/15/2018

Closing Date: Open Until Filled

**Position Title:** Site Supervisor  
**Reports To:** Education Coordinator  
**Department:** Education  
**Employment Status:** Exempt / 12 months per year  
**Monthly Salary:** \$3819 - \$4,429 Monthly  
**Work Location:** Los Angeles County

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### **I. Program Summary**

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza de la Raza currently serves over 1,620 children and their families.

### **II. Summary of Duties**

The Site Supervisor provides general direction to teaching staff. Supervision may be exercised over Teacher, Assistant Teacher, Classroom Aide and Family Service Assistant. The Site Supervisor receives supervision from the Education Coordinator.

### **III. Qualifications & Experience**

#### **A. Education**

Baccalaureate degree in early childhood education, child development or related field is required and must possess valid Site Supervisor Child Development Permit.

#### **B. Experience**

Five (5) years teaching in a child development program with at least two years of supervisory experience in a preschool setting. Head Start/State preschool experience is highly preferred.

**IV. Special Requirements**

***Medical Examination:*** Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (Whooping Cough) and influenza. \*

***Fingerprint Clearances:*** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.\*

***Other Special Requirement:*** Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available private transportation.

*\* Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.*

**V. Benefit Plans**

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

<b>Health Care:</b>	Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA
<b>Financial:</b>	401(k) Plan and Direct Deposit
<b>Time Away From Work:</b>	Vacation Leave, Holidays, Sick Days, Leave of Absence, Jury Duty and Bereavement Leave
<b>Work/Life Solutions:</b>	Life Assistant Program

**VI. Physical Demands**

Lifting children weighing up to forty-five (45) pounds; bending at the waist, kneeling or crouching to maintain direct eye contact with children; sit on the floor and/or preschool chairs; dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment; seeing to read a variety of materials and monitor student activities; hearing and speaking in order to exchange information.

**VII. Application Procedures**

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Parkway N., #440, City of Industry, CA 91746**, or may download the application from the Careers section at [www.plazadelaraza.info](http://www.plazadelaraza.info).

Applicants must submit a complete application packet to Human Resources via email [jobs@pdlr.org](mailto:jobs@pdlr.org) or by regular mail to the address listed below:

Plaza de la Raza Child Development Services, Inc.  
Human Resources Department  
13300 Crossroads Parkway N., #440  
City of Industry, CA 91746

*Plaza de la Raza Child Development Services, Inc.*

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**Employment application packets must include all of the following documentation:**

1. Cover letter
2. Employment Application
3. Resume
4. Transcripts indicating Bachelor degree in early childhood education, child development or related field
5. California Child Development Site Supervisor Permit
6. Valid CPR/First Aid certificate

**Only complete application packets will be considered for the screening and selection process.**

**EQUAL OPPORTUNITY EMPLOYER**

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.