



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

Employment Opportunity

Posted Date: 6/1/2018
Closing Date: Until Filled

Position Title: Home Base Supervisor
Reports To: Education Coordinator
Department: Education
Employment Status: Non-Exempt / 12 months per year
Salary Rate: \$3,726.00 - \$4,320.00 monthly
Work Location: Los Angeles County

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 currently serves over 1,620 children and their families.

II. Summary of Duties

The Home Based Supervisor oversees home-based services for Head Start families, and provides direct services to a small caseload of children and families. This position supervises, monitors, and provides guidance to Home Visitors and ensures compliance with federal, state, and local regulations. The Home Based Supervisor establishes goals and practices for home-based services and is responsible for monitoring the completion of home visits and socializations through observations and audits of home-based files and data entry.

III. Qualifications & Experience

Education

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

Experience

Five (5) years teaching in a child development program with at least two (2) years of supervisory experience. Head Start 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 criminal record clearance may result in withdrawal of contingent employment offer.*

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

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

VI. Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move a minimum of 25 pounds up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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. Suite 440, City of Industry, California 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to the Human Resources Department via email jobs@pdlr.org or by regular mail to:

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

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. Transcripts indicating Baccalaureate degree in early childhood education, child development or related field.
5. California Child Development Center or Child Development Site Supervisor Permit.

*** 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.