

Family Building Blocks Job Description

Position Title: Teen Parent Early Childhood Program Site Supervisor

Classification: exempt, full-time

Time & Salary: 40 hours weekly starting at \$18.00-\$20.00 per hr.

Reports to: FBB Program Director. Relief Nursery Services.

Supervises: Teen Parent Early Childhood Teachers, Teacher Assistants, Volunteers and Students.

Purpose: Family Building Blocks is a private, nonprofit organization that works to break the intergenerational cycle of child abuse and neglect by providing services for high-risk families that have children six weeks to five years old. Our Teen Parent Early Childhood Program furthers our goal of building successful and resilient children, strengthening parents, and preserving families through comprehensive and integrated early childhood and family support services.

Job Summary: Responsible for supervision of FBB's Teen Parent Early Childhood Program including: assisting in the development and implementation of new services and programs to support teen parents and their children; data collection including documentation necessary to assure compliance with state's licensing and program requirements; and notifying the facility manager of any facility needs. Responsible for the development and maintenance of collaborative relationships with Salem-Keizer programs and personnel and with other community partners. Directly supervises Teachers, Teacher Assistants, Substitute Teachers, FBB Volunteers, interns and students. Implements, oversees, and performs a variety of activities to support FBB Teen Parent Early Childhood Services. Assures that all FBB staff work with, mentor and support volunteers and students in the classroom and other areas of the program as integral partners helping achieve the goals of the program.

Minimum Qualifications:

- Bachelor's degree with a concentration in early childhood development or related field, Master's preferred.
- **Bilingual English & Spanish Required.**
- Three or more years experience working with infants and toddlers in a classroom setting.
- Demonstrated supervisory experience in a setting serving children and families.
- Knowledge of infant and toddler development and best practices in the field of early childhood education.
- Working knowledge of reflective supervision techniques with adults.
- Ability and willingness to work flexibly and collaboratively as a team member.
- Must be organized, presentable, friendly and able to handle multiple interruptions.
- Must have excellent written and verbal communication and great multi-tasking skills.

Essential Job Responsibilities:

- Provide oversight and guidance for staff in developing the Teen Parent Early Childhood Program educational plan, developmental assessment, implementing the curriculum and

providing a quality environment for infants and toddlers in accordance with program performance standards and best practices.

- Ability to analyze children's assessment data for trends, patterns of outcomes, progress and accomplishments.
- Facilitate the environmental assessments and informal teacher observations and evaluations and determine adjustments needed or training required.
- Must be knowledgeable in research-based early childhood practices and ensure that curriculum and curriculum support materials align with program performance and best practice standards.
- Observe, guide and problem-solve with teen parent education staff.
- Support staff in completing their professional development plans.
- Facilitate related FBB projects and other responsibilities as assigned.
- Model behavior that demonstrates an understanding, acceptance and welcoming of diversity.
- Maintain respectful and positive communication regarding all children and families.
- Participate in FBB program events, meetings and trainings as assigned.
- Engage and support volunteers as an integral part of program services.

Other:

Bi-lingual Spanish required.

Database knowledge a plus.

Must be able to lift up to 40 pounds.

Must have Oregon driver's license or ability to obtain Oregon driver's license.

Must be able to pass a criminal history background check and drug screening.

Family Building Blocks is an Equal Opportunity Employer

Benefits: generous benefits package starts within 30 days of employment:

- Employer paid health and dental insurance
- Paid vacation and sick leave
- Eight paid holidays 401K (eligible for discretionary employer match after one year of employment)

Closing Date: When filled.

Interested applicants please complete a Family Building Blocks application form available at www.familybuildingblocks.org or by calling 503-566-2132 and forward the application form and a cover letter to the address below. Applicants may attach a resume to the application form but resumes will not be accepted as a substitute for the application form.

Family Building Blocks
c/o Ginger Bensman Relief Nursery Program Director
2425 Lancaster Drive NE
Salem, Oregon 97305

gbensman@familybuildingblocks.org

Phone: 503-566-2132

Fax #: 503-566-2134