

Classroom Supervisor

CLASSIFICATION: Exempt

WORK SCHEDULE: Full-time, 40 hours per week

PAY/SALARY: TBD

LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications for a full-time **Classroom Supervisor for Early Head Start and Relief Nursery programs** that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

This Classroom Supervisor coordinates and oversees the combination of classroom/home visiting services for the Early Head Start and Relief Nursery Classroom Programs located at Helen's Place. This includes primary responsibility for assuring that day-to-day activities associated with classroom services such as child transitions, bus assignment, curriculum and classroom health and safety practices are in compliance with the Oregon Rules for Certified Child Care Centers, Head Start Performance Standards and the Relief Nursery Quality Assurance Standards. The Classroom Supervisor provides direct supervision to the teachers and guides their professional development, utilizing classroom observations and teacher reports to support optimal care of children in high quality, therapeutic classroom environments.

This position requires a flexible schedule to help teachers with classroom coverage, assist in transportation duties, and assist with home visits to ensure delivery of program services. Classroom Supervisor also participates in program activities that may include occasional late and/or early mornings. It also requires occasional travel to visit other sites and attend trainings/meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

45 % Quality Assurance and Program Standards for EHS and RN Classroom

- Ensures safety standards are met in accordance with the safety standards of OAR's for Certified Child Care Centers, EHS performance standards, and OARN Quality Assurance Standards.
- Ensures evidence-based curriculum and classroom environments and materials align with best practices to create quality environment for infants and toddlers.

- Tracks adherence to the EHS Education Service Plan and children's progress towards school readiness goals, working collaboratively with the Program Director to analyze data and create required reports
- Complete environmental assessments and teacher observations, and makes recommendations to maintain high quality services in compliance with Oregon Rules for Certified Child Care Centers, EHS and Relief Nursery guidelines
- Reviews and gives feedback of documentation of home visit reports, USDA and assessment completed by teachers ongoing and enters reports and assessment information into the database in a timely manner.
- Shadows staff in the classroom and on home visits and provides feedback on going.
- Coaches teachers toward best practice in all areas of their work through individual reflective supervision meetings using a strength-based approach.
- Ensure that assessments and outcomes are entered in to the OARN database.
- Provide required RN and EHS reports in a timely manner as needed.
- Monthly reporting on classroom attendance, home visiting completion.
- Collaborates to ensure licensing certification requirement is met for the designated site.
- Coordinates and maintain current records to comply with licensing requirements.
- Meet with Fire Marshall, sanitation, and Licensor for annual inspections as needed.

45 % Supervision and Training

- Meets for individual reflective supervision with staff to provide ongoing support, monitor their professional development, caseload points and ensure completion of their job duties in accordance with program requirements.
- Carries out supervisory responsibilities in accordance with the FBB's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; documenting performance; rewarding and counseling employees; addressing complaints and resolving conflicts.
- Reviews work performance, prepares performance evaluations, and develops work plans as needed. Provide ongoing support, monitor their professional development and ensure completion of their job duties in accordance with program requirements.
- Reviews time/attendance records, PTO and schedules and prepares related documentation.
- Coaches teachers toward best practice in all areas of their work through individual reflective supervision meetings using a strength-based approach.
- Provides leadership at team meetings and fosters a positive working environment at all times.

10% Other

- Provide an atmosphere that promotes inclusion and supports volunteers and student interns' involvement in the classroom.
- Orients new classroom volunteers and coordinates their training needs in collaboration with the other FBB staff.
- Provide learning opportunities for volunteers and interns while participating in program services.
- Attend meetings, trainings and appropriate professional development activities
- Participates in EHS program events, meetings and trainings as assigned
- Commits to engaging and supporting volunteers as an integral part of program services
- Models behaviors that demonstrate an understanding, acceptance and welcoming of diversity
- Maintains respectful and positive communication regarding all children and families

- Orients new classroom volunteers and coordinates their training needs with other FBB staff

Minimum Education and Experience

- Bachelor's degree with a concentration in early childhood development or related field
- A minimum of three years' experience working with infants and toddlers in a classroom setting with a minimum of two years' experience as a teacher.
- One year of supervisory experience in a setting serving children and families which includes training, performance evaluations, documentation, conflict resolution and leadership
- Demonstrated ability to effectively motivate, train, and support colleagues and team.
- Knowledge of infant and toddler development and best practices in the field of early childhood education
- Ability and willingness to work effectively and collaboratively in a team environment and promoting positive, forward thinking, and a strength-based culture.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Must be creative, flexible, able to juggle multiple priorities, exercise good judgment.
- Possess strong organizational, time management, and
- Strong problem-solving skills and ability to stay calm in a busy environment.
- Must have excellent written, verbal, and interpersonal communication skills.
- Possess computer skills (Microsoft Office), to include use of internet, email, and databases, reporting and ability to learn new programs required for the position.
- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- Contribute to a positive and professional atmosphere at Family Building Blocks and promote caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks.
- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.
- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- Must successfully pass Oregon Child Care Division Background Registry and Oregon State Police Criminal Records.
- Possess a valid Oregon Driver's license, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- An employer-paid pre-employment drug test is required.

Preferred Education and Experience

- Master's degree in Early Childhood Development or related field
- Knowledgeable in reflective supervisory practices
- Bilingual English/Spanish

Additional Requirements

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Documentation of training in “Recognizing and Reporting Suspicions of Child Abuse and Neglect” (Must be a minimum of 2 hours training) or ability to complete within 30 days of hire.

APPLICATION DEADLINE: Open until finalists are selected.

HOW TO APPLY

If you would like to apply for this position please submit your resume, cover letter, and education documents to jobs@familybuildingblocks.org.

Employment offer is **contingent** upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.