

## Relief Nursery Classroom Supervisor

**CLASSIFICATION:** Exempt

**WORK SCHEDULE:** Full-time, 40 hours a week, M-F

**PAY/SALARY:** TBD

**LOCATION:** Salem

**APPLICATION DEADLINE:** Open until finalists are selected

Family Building Blocks (FBB) is accepting applications for a full-time Relief Nursery Classroom Supervisor. This position is eligible for full benefits.

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

The Relief Nursery Classroom Supervisor assists in the coordination and oversight of Chelsea's Place Relief Nursery (RN) therapeutic classrooms and reports to the Therapeutic Classroom Manager. This includes primary responsibility for assuring that day-to-day activities associated with classroom services such as child transitions, classroom nominations, home visiting, transportation assignments, curriculum and classroom health and safety practices are in compliance with the Oregon Administrative Rules (OAR'S) for Certified Child Care Centers and the Oregon Association of Relief Nursery (OARN) Guidelines. The Chelsea's Place Supervisor provides direct supervision to the teachers and guides their professional development, utilizing classroom observation and teacher reports to support optimal care of children in high quality therapeutic classroom environments.

### Essential Functions:

- Meets for individual reflective supervision with teachers to provide ongoing support, monitor their professional development and ensure completion of their job duties in accordance with program requirements. Shadow teacher's in the classroom and on home visits.
- Reviews work performance, prepares performance evaluations, and develops work plans as needed.
- Reviews time/attendance records, PTO and schedules and prepares related documentation.
- Ensures safety standards are met in accordance with the safety standards of OAR's for Certified Child Care Centers, and OARN guidelines.

- Ensures evidence-based curriculum and classroom environments and materials align with best practices to create quality environment for infants and toddlers.
- Completes environmental assessments and teacher observations, and makes recommendations to maintain high quality classroom services in compliance with Oregon Rules for Certified Child Care Centers and Relief Nursery guidelines.
- Support the implementation of a parent-engagement plan to include the parents of the therapeutic classroom as integral partners.
- Collaborates with team members in overseeing the design and upkeep of the therapeutic classroom environments, including the coordination of purchasing materials for the Chelsea's Place RN Classrooms
- Coordinates with Chelsea's Place RN therapeutic classroom teachers, supervisors, training coordinator and leadership for Child Care Resource and Referral Network for Oregon's Quality Rating and Improvement System processes.
- Provide required RN monthly and quarterly reports. Provide for support compliance of Oregon's state licensing requirement; support decision making and grant processes by providing information on best practices as needed.
- 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 in collaboration with the other FBB staff.
- Commits to engaging and supporting volunteers as an integral part of program services
- Participates in interviewing of new classroom staff and partners with the Classroom Manager to complete new employment orientation and training to prepare new staff be successful in their roles.
- Participate in program related meetings, lead discussions and provide trainings as needed.

### **Minimum Qualifications:**

- Associates Degree with a concentration in early childhood development/related field OR CDA Credential in Early Childhood Education, OR comparable credential (20 quarter credit hours) from an accredited institution with a focus on infant/toddler development, OR equivalent combination of training and course work (ORO Step 8.5) in early childhood development with a focus on Early Childhood Education/Child Development OR Two years of qualifying teaching experience with some college level coursework in ECE/Child Development.
- A minimum of three years' experience working with infants and toddlers in a classroom setting.
- Knowledge of infant and toddler development and best practices in the field of early childhood education.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Demonstrated ability to effectively motivate, train, and support colleagues and team.
- Ability to work effectively 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.
- 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, to include use of internet, email, and data entry (Microsoft Office) 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.
- 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.
- An employer-paid pre-employment drug test is required.
- Must successfully pass Oregon Child Care Division Background Registry.

#### **Preferred Education and Experience:**

- Bachelor's degree in social work, human development, early childhood education or other related field.
- One year of reflective administrative supervisory experience preferably in a setting serving children and families.
- Supervisory experience which includes training, performance evaluations, documentation, conflict resolution and leadership.
- Bilingual English/Spanish.

#### **Additional Eligibility and Qualifications:**

- 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 is required
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment
- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment
- 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.

#### **Certificates, Licenses and Registrations:**

- Valid First Aid Card/Pediatric CPR
- Food Handlers Card
- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)
- Valid Oregon Driver's license
- Proof of current auto insurance

**IMPORTANT:** No offer of employment in this position is final until the favorable completion of a criminal background check, review of driving record, and drug screening.

## **HOW TO APPLY**

If you would like a copy of the job description, have any questions or would like to apply, please submit your resume, cover letter, and education documents to [jobs@familybuildingblocks.org](mailto:jobs@familybuildingblocks.org).

Employment offer is contingent upon completion of criminal background check, 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.