



JOB TITLE: Infant and Toddler Program Supervisor (ITP)

SALARY: \$68,000 to \$75,000 DOE

STATUS: Full-time

GENERAL FUNCTION:

Under the general supervision of the Senior Program Director, the Infant and Toddler Program Supervisor is responsible for overseeing the Family Child Care Home Education Network (FCCHEN) to ensure compliance with California Department of Social Services, Early Education and Support Division, and Licensing regulations. This role involves supervising the Family Case Specialists and Provider Case Specialists teams to assess and address the developmental needs of children through the Desired Results Developmental Profile (DRDP) and the Family Child Care Environment Rating Scale.

ESSENTIAL FUNCTIONS:

- Supervise, guide, train, and evaluate Family Case Specialists and Provider Case Specialists.
- Provide ongoing support and development to enhance staff performance.
- Ensure adherence to program policies, California Department of Social Services regulations, and other relevant guidelines.
- Monitor compliance with contractual obligations.
- Develop and implement marketing strategies to attract Family Child Care Providers and families.
- Maintain and update provider contracts, training curricula, and program manuals.
- Oversee accurate entry of client data into computerized databases. Create and maintain files compliant with program expectations. Compile data for program and funding reports.
- Conduct regular quality reviews, including DRDP assessments and Environmental Rating Scales.
- Create and facilitate training sessions and workshops for staff, providers, and parents.
- Assist providers with problem resolution and maintain communication with parents to support family needs.
- Conduct periodic on-site health and safety monitoring visits to ensure compliance with regulations.
- Ensure staff are monitoring participation of day care providers in the Health and Safety requirements and Child and Adult Care Food Program administered at Family Child Care Homes.
- Prepare and submit monthly status and monitoring reports. Evaluate program effectiveness and implement improvements as needed.
- Prepare action plans for providers to ensure high-quality program delivery.
- Represent the organization at community meetings and events. Actively link providers and families with external services and resources.
- Other duties as assigned.

EDUCATION:

- Bachelor's Degree in Early Childhood Education, Child Development, or a closely related field required.
- Site Supervisor permit or Program Director permit preferred.



The Chicano Federation

EXPERIENCE:

- Minimum of 3-5 years of experience in a supervisory role within a non-profit or similar program, including personnel management and contract compliance.
- Experience working with children ages 0-5 and providing training/workshops in child development.
- Knowledge of state Title 5 and Title 22 regulations required.

QUALIFICATIONS:

- Bilingual English/Spanish required.
- Strong interpersonal skills with the ability to work well with diverse populations and demonstrate sensitivity to the needs of children and families.
- Proficiency in Windows, Excel, and Word.
- Excellent written and verbal communication skills.
- Valid California Driver's License, personal vehicle, and automobile liability insurance.
- Must pass a background check and maintain current TB test clearance.
- Certification in Pediatric CPR/First Aid required.
- Must comply with immunization and other required screenings.

OTHER FUNCTIONS AND RESPONSIBILITIES:

- Participate in planning sessions for program development and review.
- Purchase program supplies and materials as needed.
- Facilitate workshops on early literacy and other relevant topics.
- Act as a role model for professionalism and leadership, upholding the organization's mission and values.
- Comply with organizational policies and procedures.

OPERATING RESPONSIBILITY:

Must interact with agency employees at all levels in a personal and professional manner. Excellent communication skills required to represent the organization in a professional manner. Requires interpersonal skills in meeting with parents. Must be able to work well with diverse ethnic groups. Must be self-motivated and able to work independently. Maintain positive client, team, departmental, and agency relationships and environment. Respect confidentiality and demonstrate a positive attitude and strong organizational skills.

WORKING CONDITIONS:

Works in an office environment with professional business dress policy. Occasional travel required for meetings, events, trainings and workshops. Must have a vehicle, current driver's license, and proper insurance. Must be available to work occasional evening and weekend hours.