



**RELIEF NURSERY, Inc.**  
**SITE SUPERVISOR JOB DESCRIPTION**

Hours/week	36-40
Location:	Relief Nursery Robin Jaqua Child and Family Center 850 South 42nd St, Springfield OR
Salary:	\$17.25 - \$20.60 / hr
Supervises:	Preschool Promise Coordinator, Teacher/Home Visitors, Bus Coordinator, Cook
Supervised by:	Program Director – Early Childhood Programs

**About Relief Nursery**

At the core of the Relief Nursery is the belief in focusing on and building upon the strength of each individual family. A wide array of support services are provided; always with a respect for the diversity of the families we serve. Research-based principles are embedded throughout our services while recognizing the changing needs of families. From crisis response, to therapeutic classrooms, to alcohol and drug recovery support, our staff work to support families and help children thrive.

**Position Overview**

The Site Supervisor is part of the multi-site management team responsible for oversight of the Therapeutic Early Childhood Program (TECP) and leadership for site related issues as they emerge.

**Required Qualifications**

1. Bachelor’s degree in early childhood education, social work or related field.
2. Four years’ experience in early childhood classrooms and providing home visiting services to at-risk families.
3. Experience in reflective supervision and/or a combination of experience and training in relevant knowledge, skills abilities.
4. Ability to exercise discretion/confidentiality, take initiative and respond effectively to emergent/crisis situations.
5. Current Oregon Driver’s license, acceptable driving record and insurance.
6. Current Pediatric First Aid/CPR and Food Handler’s cards.
7. Demonstrated ability to work both collaboratively as a team member and as a leader.
8. Ability to document and communicate professionally in written and verbal form.

**Preferred Qualifications**

1. Master’s Degree in early childhood education, social work, early intervention or related field.
2. Experience implementing parenting education curricula.
3. Knowledge of the local resources and services available to families in Eugene/Springfield community.
4. Knowledge and understanding of child care certification standards, developmentally appropriate early childhood standards, Relief Nursery quality assurance standards and Relief Nursery Therapeutic early childhood standards.
5. Bilingual in English and Spanish.
6. Enrolled in the Oregon Step Registry with a Step 9 or above.



### **Location Oversight**

1. Present at designated site during assigned hours in which children are present in either the therapeutic early childhood program or other related activities.
2. Monitor compliance with all relevant site-related licensing issues and will report in a timely manner all relevant issues to Program Director – Early Childhood Programs.
3. Ensure appropriate implementation of the therapeutic model including, but not limited to ratios, use of volunteers, safety issues, and appropriate therapeutic physical environments and all other logistical considerations relevant to the program operation on site.
4. Oversee transition between daily and evening activities at designated site.
5. Assume leadership in coordination with other relevant staff in site related issues as they emerge.

### **Therapeutic Early Childhood Program (classroom and home visiting system)**

1. Monitor compliance with quality assurance standards and provide reflective supervision for the teacher/home visitors at designated site.
2. Supervision format includes, but is not limited to regularly scheduled supervision sessions, informal sessions and formal annual reviews.
3. Supervision issues include, but are not limited to the classroom physical environment; classroom interactions; routine, curriculum, classroom dynamics, integration with specialists and other issues, including child goals and linkages within Relief Nursery and with other resources.
4. Supervision includes, but is not limited to observation feedback, classroom/family/home connection; professional documentation and adherence to file standards; logistics issues such as time management; case management, crisis response/safety issues as appropriate and all other issues relevant to job compliance of supervisees.
5. The Site Supervisor will be consulted on all issues around child abuse/neglect reporting and will ensure compliance with Oregon Child Abuse Reporting laws and Relief Nursery policies.
6. Participate in the daily implementation of therapeutic classroom and home visits as needed and as appropriate.
7. Coordinate with the Volunteer Coordinator for the scheduling and oversight of volunteers/interns in the therapeutic classrooms at designated site, as well as all other relevant volunteer issues.

### **Support Systems (transportation, childcare and/or kitchen)**

1. Provide oversight and supervision for support systems (transportation, childcare, and kitchen) at designated site in coordination with other site supervisor responsible for same systems at alternate sight.
2. Oversight includes ensuring that systems are in place and functioning and in accordance with all regulations.
3. Oversight includes insuring that relevant staff are performing job duties as applicable to designated plans and in accordance with all regulations.



#### Other

1. Coordinate and collaborate with other Relief Nursery managers and service providers including but not limited to Outreach, special education, mental health, and peer support.
2. Collaborate with other agencies to ensure coordinated and non-duplicative services.
3. Plan and implement teacher meetings and trainings.
4. Participate with relevant staff in the development of policy and procedure for TECP and related programs.
5. Participate in no less than 24 hours of approved training per year and maintain current training certifications as required.
6. Represent Relief Nursery at community meetings, speaking engagements and other assigned community events.
7. Participate in reflective supervision with supervisor no less than 1/month and more often as needed.
8. Participate in assigned meetings and activities including family events, classes and services in the daytime and on occasional evenings.
9. Conduct job responsibilities in accordance with the NAEYC code of ethics, professional boundaries, confidentiality, and strength-based interactions.
10. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws, Relief Nursery policy and other relevant rules and guidelines.
11. Perform other relevant duties as assigned.

Relief Nursery offers paid medical and dental after 60 days, 5 weeks paid vacation, sick, personal leave and 403b benefit package for all benefitted employees. Pre-employment drug screen and criminal background check, DMV records check and proof of automobile insurance required.

Relief Nursery is an Equal Opportunity Employer.

**Position is open until filled. To apply submit resume and cover letter to Program Director, Leslie Finlay, at [lesliefi@reliefnursery.org](mailto:lesliefi@reliefnursery.org)**