



Team Supervisor

Purpose Statement:

At The Gift of Kids Daycare and Preschool Center, we are dedicated to providing a warm, nurturing, and educational environment where children can grow, learn, and thrive. Each and every team member is essential in shaping the future by fostering a love for learning, promoting social and emotional development, and ensuring the safety and well-being of each child entrusted to our care.

As a member of our team, you will have the opportunity to make a profound difference in the lives of young children, their families, and your peers. It is the duty of each and every team member to ensure the center is clean, free of hazards and risks of injury to remain compliant with licensing.

Position Summary:

The Team Supervisor will be responsible for the day-to-day running of the three baby classrooms with oversight of up to 28 kids and 8 teachers per day to ensure high quality care. The Team Supervisor reports directly to the Director. This is a full time position.

Responsibilities:

- Must have an understanding of Title 22 and what it takes to remain in compliance.
- Must follow The Gift of Kids Handbook guidelines (i.e. professional dress, etc.).
- Promote and support a safe, learning-oriented culture that emphasizes quality experiences for children that reinforces mission and philosophy of center.
- Must be able to collaborate with staff to maintain a positive and healthy work environment and be able to recognize any internal issues and make the management team aware.
- Work closely with the Assistant Director to assist with proper staffing each day and work out lunches and breaks.
- Ensure the completion and accuracy of sleep logs; needs and service (infant room); and implement and maintain the teaching of best practices.
- Must effectively run your own class and model what a Fully Qualified Preschool Teacher should be. This includes: creating and keeping up to date class board (lesson plans using our curriculum, menu, allergy list, daily schedule, overall yearly curriculum which will be posted by 1st of each month); teach and develop a relationship with each child in your class.
- Train teachers on what is needed for their classroom board (menu, curriculum, allergy list, daily class schedule).
- Assist the Director in ensuring that all employees have completed training - FastrackKids; Creative Curriculum; diapering procedures; safety measures for handling scissors, knives, box cutters, etc; training for being exposed to all bodily fluids including blood.
- Make sure that all Needs and Services, Infant Sleeping Plans and napping logs are up to date in baby rooms, assessments in preschool classes and any other reporting needed.
- Train new teachers and aides (Procare, Title 22, ratios, etc.).
- Make sure that all teachers are recording all information needed in Procare including: diapering, potty, meals, nap, lessons, etc.
- Train teachers on how to create a journal.

Education/Experience:

- Must have at least 15 units in Child Development (3 of which must be Infant for Baby Team Supervisor and 3 of which are admin).
- At least two years of teaching experience at The Gift of Kids.
- Must have current Infant and Child CPR and first aid certification.

Compensation/Benefits:

- \$19.00-\$22.00 (DOE)
- Sick pay (5 sick days per year)
- Medical insurance offered
- 401k offered for full time employees
- Scholarships available