



## HEAD START SITE SUPERVISOR

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at [www.seta.net](http://www.seta.net).

**Program Summary:** We are looking for a Site Supervisor to provide a variety of assistance with the outreach, social service, and health components of the Child Development Program operated by the Sacramento Employment and Training Agency.

**Position Summary:** Primary responsibilities include supervising and overseeing a child care site that may include infant/toddler child care and/or preschool and/or school age care. Coordinates educational activities, enrollment and community outreach activities; provides work direction for site staff and parent volunteers; conducts staff and parent meetings; health screenings, maintenance of health records; and assists families with the use of community resources.

**Starting Salary:** \$26.78/Hr. to \$34.18/Hr. or \$27.46/Hr. to \$35.06/Hr. with Bachelor Degree. *(New employees typically are hired at the first step, Step A. SETA's pay scale consists of six steps, each step increase is on annual basis.)*

### Benefits:

Medical Benefits (6 plans to choose from)  
Dental Benefits  
Life Insurance and Employee Assistance Program (EAP)  
Vision Insurance  
Modern Health – Mental Wellness Program  
Health Savings Account (HSA)  
Educational Reimbursement: up to \$1500 annually  
Public Employee Student Loan Forgiveness Program

Pension (mandatory contribution required)  
Retirement Health Savings Accounts and 457 plans  
Paid Holidays (13)  
Paid Vacation  
Paid Sick Leave  
Paid Personal Leave  
Paid Jury Duty  
Regional Transit Monthly Pass Reimbursement



## Minimum Qualifications:

### EDUCATION:

- I. An Associate, Bachelor's or advanced degree in early childhood education; **OR**
- II. An Associate degree in a field related to early childhood education and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing; **OR**
- III. A Bachelor's or advanced degree in any field and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing.

**AND**

Possession of or eligibility for a Child Development Site Supervisor Permit as verified by the State of California Commission on Teacher Credentialing. At least (3) semester units above must be related to the care of infants.

**AND**

**EXPERIENCE:** At least three (3) years of successful teaching experience as a teacher in a day care program; or one (1) year of successful supervisory experience in a similar program assisting the early childhood development of young children, experience working in infant/toddler care is preferred.

**SPECIAL REQUIREMENTS:** Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

**WHO MAY AND HOW TO APPLY:** Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application which can be found at:

[Click Here to Apply](#)

**Copies of all degrees, permits, and credentials must be attached to the application.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, motor vehicle record check (MVR), and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

**POSTING DATE: Thursday, September 5, 2024**

**FINAL FILING DATE: Thursday, September 19, 2024, by 5 p.m.**

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities. SETA is an Equal Opportunity Employer

