

JOB DESCRIPTION

**Job Title: *Home Base Supervisor I (9749)*
*Home Base Supervisor II (9750)***

Job Summary:

Implements the philosophy, goals, and objectives of the Home Base Program and provides supervision, support, and training for Home Educators by performing the following duties.

Essential Functions:

- Supervises, trains, and evaluates Home Educators.
- Plans and conducts in-service and pre-service training sessions for staff.
- Prepares and implements curriculum guides, instructional manuals and resource materials for staff.
- Facilitates the planning and implementation of parent involvement and parent education activities.
- Conducts pre-service and in service training for staff.
- Delivers presentations to groups of parents or staff.
- Compiles data and prepares reports.
- Plans, prioritizes, assigns, and reviews work of staff
- Supervises approximately 14 Home Educators.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing and training employees;
- Planning, assigning, and directing work; appraising performance;
- Addressing complaints and resolving problems.

Knowledge and/or Abilities:

- **Abilities to:**
 - Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
 - Write reports, business correspondence, and procedures.
 - Effectively present information and respond to questions from groups of managers, staff, and parents.
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
 - solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 - Establish and maintain cooperative working relations with parents and staff.
 - Train other adults.
- **Knowledge of:**
 - Use of computer for word processing.

Working Conditions and Physical Abilities: Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Required to stand, walk, and sit. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- Bachelors Degree in Early Childhood Education is preferred.
- Associate's Degree in Child Development or related field required.
- Two years experience as a preschool teacher or home educator required.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.