



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.

Program Summary: We are looking for a Site Supervisor to provide a variety of assistance with the day-to-day operations, educational, and supervisory components of the Child Development Program operated by the Sacramento Employment and Training Agency.

Position Summary: Primary responsibilities include supervising and overseeing a childcare site that may include infant/toddler childcare and/or preschool. Coordinate educational activities, enrollment and community outreach activities; provide work direction for site staff and parent volunteers; conduct staff and parent meetings; conduct health screenings, maintenance of health records; and ensure staff follow policy and procedures and adhere to Head Start Program Performance Standards.

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 and Vision Benefits
Modern Health – Mental Health Program
Life Insurance
Educational Reimbursement: up to \$1500 annually
Public Employee Student Loan Forgiveness Program
Pension (mandatory contribution required)
Regional Transit Monthly Bus Pass Reimbursement

Retirement Health Savings Accounts
Paid Holidays (13)
Paid Vacation and Sick Leave
Paid Jury Duty
457 Plans
Health Savings Account (HSA)
Employee Assistance Program (EAP)
Paid Personal Leave

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: Copies of degrees, permits and credentials must be attached to application. 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

[Click Here to Apply](#)

Upon job offer individuals will be required to complete a pre-employment health screening, TB and background check. Upon job offer, individual will be required to complete a pre-employment Motor Vehicle Record check.

POSTING DATE: Monday, February 3, 2025

FINAL FILING DATE: Tuesday, February 18, 2025, by 5 p.m.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.