

Cecilia Mathis

Site Supervisor II, Home Visiting Program

📞 (951) 555-4386

✉️ cecilia.mathis@example.com

🌐 linkedin.com/example/ceciliamathis

📍 Riverside, CA 92507

STRENGTHS

- 👤 **Instructional Coaching**
Classroom observations became useful coaching conversations, helping teachers connect feedback with daily routines and stronger child engagement.
- ♥️ **Family Partnership**
Parent meetings focused on practical needs and clear follow up, building trust across learning, health, and family support conversations.
- ✔️ **Program Compliance**
Accurate records and routine reviews made safety and compliance information easier for staff and supervisors to use.
- 📅 **Curriculum Alignment**
Weekly lesson plan reviews kept instruction connected with child development goals, while feedback helped teachers adjust thoughtfully.
- 🗣️ **Team Coordination**
Staff meetings brought classroom, family service, and operational concerns into one conversation, giving teams clearer next steps.

SKILLS

Site supervision
Home visiting support
Curriculum review Staff coaching
Family engagement
Resource referral Head Start
CLASS Reliability Microsoft Office
Child development
Safety compliance
Parent meetings Lesson planning
Program documentation
Infant toddler care

SUMMARY

Early childhood education professional with six years of progressive preschool experience across classroom instruction, family engagement, curriculum implementation, and site supervision. Current work includes observing instructional practice, reviewing **weekly lesson plans**, coaching staff, coordinating parent and staff meetings, and maintaining accurate program documentation. Head Start experience adds practical knowledge of family services, resource referrals, safety procedures, and publicly funded education programs. Holds an active **California Child Development Site Supervisor Permit**, a Bachelor of Arts in Child Development, infant and toddler coursework, **CLASS Reliability Certification**, **California Class C Driver License**, and Pediatric First Aid and CPR certification. Skilled with Microsoft Office, compliance records, child development practices, and multidisciplinary communication. Brings a steady, family centered approach that supports safe learning environments and positive outcomes for children, parents, and staff.

EXPERIENCE

Preschool Site Supervisor

Inland Family Learning Center 📅 July 2024 - Present 📍 Riverside, CA

Supervises daily preschool operations, instructional quality, staff coordination, family communication, records, safety practices, and program information used for planning and compliance.

- Observed **classroom instruction** and coached teachers through practical feedback, improving consistency across daily learning routines.
- Reviewed **weekly lesson plans** for **curriculum alignment** and documented clear follow up actions for teaching staff.
- Coordinated **parent meetings**, **staff meetings**, and program discussions around children, families, safety, and learning needs.
- Maintained accurate enrollment, attendance, safety, and compliance records for timely program review and operational planning.
- Prepared organized information supporting **goals**, objectives, budget discussions, and publicly funded preschool reporting.
- Investigated documentation exceptions, recorded resolutions, and kept stakeholders informed about time sensitive program needs

Lead Preschool Teacher

Community Head Start Collaborative 📅 July 2022 - June 2024 📍 Moreno Valley, CA

Led classroom instruction within a Head Start setting while supporting family services, curriculum delivery, child development documentation, staff collaboration, and safe program operations.

- Delivered developmentally appropriate preschool instruction aligned with weekly curriculum plans and individual learning needs.
- Partnered with families during meetings and referrals, connecting concerns with practical community based support.
- Maintained **child development** records and shared timely observations with teaching and family service teams.
- Supported Head Start **safety procedures** and helped resolve classroom concerns through documented communication.
- Prepared lesson materials and meeting information that helped staff coordinate consistent learning experiences.
- Accepted coaching feedback, adjusted classroom practice, and strengthened communication with families and multidisciplinary colleagues

Preschool Teacher

Little Horizons Preschool 📅 July 2020 - June 2022 📍 Corona, CA

Provided classroom instruction, family communication, child observation, **curriculum implementation**, and safety support for preschool children while building a strong foundation in early learning practice.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Preschool Site Supervisor at Inland Family Learning Center (2.2 Years)
- Lead Preschool Teacher at Community Head Start Collaborative (1.9 Years)
- Preschool Teacher at Little Horizons Preschool (1.9 Years)
- Assistant Preschool Teacher at Early Learning Practicum (9 Months)

- Implemented weekly preschool lessons using **child development** principles, classroom observations, and age appropriate activities.
- Recorded child progress and shared useful observations with families and supervising educators during regular discussions.
- Built trusting family relationships through clear updates about routines, learning, behavior, and classroom participation.
- Applied **safety procedures** during classroom transitions, outdoor activities, and emergency preparation exercises.
- Organized instructional materials and classroom records so staff could locate current information quickly.
- Used supervisor feedback to refine teaching routines and respond more effectively to individual child needs

Assistant Preschool Teacher

Early Learning Practicum 📅 September 2019 - June 2020 📍 Redlands, CA

Supported supervised preschool instruction through classroom preparation, child observation, family friendly communication, safety routines, and hands on application of early childhood coursework.

- Prepared learning materials and classroom spaces under supervision, supporting orderly daily instruction and transitions.
- Assisted with developmentally appropriate activities that encouraged language, social growth, movement, and exploration.
- Observed children during routines and documented information for supervising teachers to review and discuss.
- Supported positive communication with families during arrival, dismissal, and classroom activities.
- Followed **health**, safety, sanitation, and emergency procedures throughout supervised preschool practicum work.
- Applied feedback from supervising educators and improved consistency across classroom support tasks

PROJECTS

Family Resource Referral Workflow 📅 2025

Created a practical referral workflow for preschool families, organizing needs, community resources, follow up notes, and communication steps in one accessible process.

Curriculum Review Record System 📅 2024

Structured weekly lesson plan review records around curriculum alignment, observation notes, coaching actions, and timely follow up for teaching teams.

LEADERSHIP & AWARDS

- CLASS Reliability Certification recognized instructional observation skill and strengthened evidence based feedback for early childhood educators.
- Head Start family services leadership supported stronger coordination among teachers, families, and community resource partners.
- Site supervision leadership maintained dependable records, meetings, safety practices, and program planning support in a publicly funded preschool setting.

EDUCATION

Bachelor's Degree in Child Development

California State University, San Bernardino 🎓 GPA: 0 📅 2020 📍 San Bernardino, CA

Coursework: *Infant and Toddler Development, Curriculum Planning, Family Engagement, Early Childhood Assessment*

CERTIFICATIONS

- California Child Development Site Supervisor Permit, Active 📅 2026
- California Class C Driver License, Active 📅 2026

- CLASS Reliability Certification 📅 2025
- Pediatric First Aid and CPR 📅 2026

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Early Childhood Curriculum:** Weekly lesson plans, Curriculum alignment, Developmentally appropriate practice
- **Instructional Observation:** CLASS observation, Teacher evaluation, Coaching feedback
- **Family Services:** Parent meetings, Resource referrals, Family engagement
- **Head Start Programs:** Head Start standards, Family services, Preschool operations
- **Child Development:** Infant development, Toddler development, Preschool development
- **Safety and Health:** Safety procedures, Emergency response, Child protection
- **Program Compliance:** Compliance records, Background requirements, Participant safety
- **Program Administration:** Goals and objectives, Budget preparation, Staff meetings
- **Documentation Systems:** Attendance records, Progress records, Meeting materials

PROFESSIONAL AFFILIATIONS

- Head Start family service collaboration connected classroom practice with parent support, referrals, and child development goals.
- Early childhood educator collaboration encouraged shared planning, practical coaching, and consistent support for young children and families.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST