

JOB TITLE: CHILD DEVELOPMENT CENTER SUPERVISOR**BASIC FUNCTION**

Under direction of the teacher, to plan, organize, coordinate, and supervise the operational functions of the teenage parenting program and the Walnut Valley Early Enrichment (WEE) Care program, to provide services to children newborn to age three; to conduct instructional activities with young parents; to perform routine clerical, housekeeping and supportive tasks for instructional personnel; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, develops and supervises the educational programs for teen parents, for infants, and preschool children to meet emotional, physical, social, and intellectual needs.
- Directs and supervises the functions and activities of the Child Development staff to ensure that instructional standards are maintained and that the program activities are well planned and structured.
- Oversee and assist the child development staff as they monitor and document the child's development using "Desired Results", the State assessment tool. Assist and inform teacher and designated team in preparation for parent/teacher conference.
- Reviews, analyzes, evaluates, and recommends adaptations and revisions to operational standards and guidelines to ensure adherence to Child Development legal and policy mandates and regulations.
- Inspects, reviews, and monitors the facility, grounds, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained.
- Performs various housekeeping activities such as cleaning up after children, sweeping, mopping, and cleaning bathrooms, sinks, toilets, dishes, outside equipment and toys.
- Confers with Center personnel regarding participant programming and instructional objectives.
- Assists instructional personnel with the presentation of learning materials and in the conduct of instructional activities.
- Leads and trains child care staff in maintaining appropriate standards of behavior among child care site participants.
- Assists in the budget planning and expenditure control activities for the site.
- Performs demonstration teaching and model appropriate parenting behaviors.
- Plans, organizes, coordinates, and participates in staff development, in-service and orientation programs.
- Participates in the preparation and serving of meals and snacks, and in the cleanup of food preparation and serving areas.
- Performs a variety of personnel supervisory functions, including assisting in the recruitment and selection process, employee evaluation, record management, and service time reporting.
- Performs a variety of public relations related activities, including the development of information bulletins, newsletters, and participating in making presentations to various community groups.
- Provides guidance to children as needed.
- Discusses children's behavior with teacher and teen parents.
- Assists in teaching and instructing teen age parents in child nutrition, hygiene, and infant care.
- Assists in establishing standards of child behavior and use a variety of behavior modification, reinforcement and other behavior-shaping strategies.
- Helps children meet their physical needs, e.g., toileting and diapering.
- Prepares bulletin boards.
- Runs errands.
- Administers first aid as needed and contacts parents and emergency assistance agencies in the cases of serious illness or injury.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Plan, organize, and supervise an effective and efficient instructional and training program for Child Development Center participants.
- Perform physical labor including lifting children and performing housekeeping activities.
- Plan, organize, and conduct operational procedures in an effective and efficient mode.
- Prioritize and identify needs and solve problems independently as appropriate.
- Determine the needs of infants and small children.
- Analyze situations and adopt an effective course of action and exercise good judgment.
- Promotes team building and a positive work environment.

Knowledge of:

- Personnel supervisory and management techniques.
- Organization and child care leadership methods.
- Basic concepts of child growth and development.
- Children behavior management strategies and techniques.
- Basic housekeeping methods.
- Simple record keeping.
- Effective interpersonal and communication skills.

Ability to:

- Establish and maintain cooperative and effective working relationships with adults, children and teen parents.
- Demonstrate an empathetic, patient, and understanding attitude with various levels of child care participants.
- Speak clearly and concisely.
- Follow oral and written instructions.
- Maintain simple records.
- Understand and carry out oral and written directions.
- Adapt easily to work assignments, additional priorities and new procedures.
- Receive constructive criticism and modify work appropriately.
- Suggest procedural improvements to superior as appropriate.
- Maintain high level of professionalism in keeping the needs of customers a top priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical activities that this position classification must perform in carrying out the essential job functions.

- Persons performing service in this position classification frequently may be required to lift up to 40 or more pounds, to carry, push, pull or otherwise move objects.
- This type of work involves standing and walking for long periods of time, bending, sitting, stooping and reaching; and the manual dexterity to handle items, and operate related equipment.
- Perceiving the nature of sound, near and far vision, visual acuity, depth perception, providing and responding to oral information are important aspects of this position.
- Must have a full range of motion in the upper extremities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this position.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Two years of experience in an instructional capacity in a preschool or early childhood education program, plus one year of service in a lead or supervisory capacity in a Child Development Center; experience with high school age girls in an institutional setting is desirable.

Education: Equivalent to the completion of an Associate of Arts degree, with 24 units in Early Childhood Education and Child Development at an approved and accredited educational institution.

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of a California Children's Center Supervisor Permit, authorizing service as a supervisor of a single Child Development Center and a valid California Motor Vehicle operator's license.

Possession of a Community First Aid certificate issued by the American Red Cross including Community CPR training within three months of employment.

CONDITION OF EMPLOYMENT

Insurability by the District liability insurance carrier.