

JOB TITLE: CHILD CARE SITE SUPERVISOR**BASIC FUNCTION**

Under general supervision, to plan, organize, lead the child care program at a site; to participate in a variety of child care activities; to organize and lead other child care personnel in performing child care program activities, including both indoor and outdoor games and special projects; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, leads and participates in the conduct of a childcare program as determined by the District childcare program plan.
- Evaluates the skill and fitness levels of child care participants, and advises and counsels child care staff as to the appropriateness of games, crafts and special project activities.
- Monitors the attendance and reports on the attendance and participation of children and staff.
- Leads and trains child care staff in maintaining appropriate standards of safety and childcare participant behavior.
- Instructs, trains and leads child care attendants in game, crafts and team sport activities.
- Inspects, reviews, and evaluates game activity areas and equipment to ensure that appropriate standards of safety, sanitation and orderliness are maintained.
- Performs a variety of personnel supervisory functions including assisting in employee selection, evaluation, record management and service time reporting.
- Performs a variety of public relations activities including informational bulletins, newsletters, and daily contact with parents.
- Assists in the budget planning and expenditure control activities for the site.
- Monitors the receipt, storage and inventory control of supplies, equipment, and materials.
- Plans, implements and oversees a limited nutrition program for participants
- Reviews, approves and monitors the conduct of special projects activities, which may include cookouts, fieldtrips and other activities.
- Reviews and approves requests for equipment, craft supplies and game materials needed in maintaining an active and effective child care program.
- Assists in budget planning and expenditure control activities.
- Reviews activity plans and sets-up equipment for game, craft, special project, and team sport activities.
- Participates in the planning, organization, implementation, and evaluation of self-directed game activities.
- Maintains a variety of records concerning the childcare participation and the evaluation of the site childcare activities.
- May administer medication under specific District guidelines.
- Administers routine first aid and seeks assistance for serious illness or injury situations.

JOB REQUIREMENTS-QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Knowledge of:

- Basic concepts of child growth and development.
- Basic concepts of child behavior characteristics.
- Behavior management strategies and techniques.
- Recreation games, craft and team sport activities.
- Organization and child care leadership methods and techniques.
- Equipment, materials and supplies used in child care and recreation program activities.
- Basic principles of employee motivation and supervision.

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Ability to:

- Demonstrate an empathetic, patient, and understanding attitude with various levels of child care participants.
- Effectively plan, organize and lead child care attendants in the conduct of games, crafts, and special project activities.
- Communicate satisfactorily in oral and written form.
- Work cooperatively with parents, staff and children.
- Maintain simple records and prepare complete and concise reports.
- Understand and carry out oral and written directions.
- Establish and maintain positive and effective working relationships.
- Work courteously and tactfully with co-workers, public and parents.
- Promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities and new procedures.
- Receive constructive criticism and modify work appropriately.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to superior as appropriate.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.
- Understand and carry out oral and written directions.

PHYSICAL DEMANDS

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

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves walking and/or standing most of the time, but may involve bending, squatting, sitting, stooping, stretching or sitting for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the physical skills to operate related equipment, and work with various materials and objects are important aspects of this job.

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

EXPERIENCE AND EDUCATION REQUIREMENT

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

Experience:

Two years of paid or volunteer experience in an organized child care program, including six months experience in a leadership capacity.

Education:

Equivalent to the completion of the twelfth grade, plus 24 units or equivalent training in general education, Early Childhood Education and Child Development.

Possession of or eligibility for a California Children's Center Permit, authorizing service as a Teacher in a Child Development Center program.

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of a current American Red Cross First Aid Certificate and a current Community C.P.R. Certificate.