CHILD DEVELOPMENT CENTER SITE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Child Development Center Director fulfills the role of Center Director as defined by Title XXII of the California Code of Regulations and Title V California Department of Education Program Standards. Provides direct staff supervision and teaches preschool children as needed to meet ratio requirements. Organizes and conducts parent education and parent involvement activities and oversees parent conferences. Train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Ensure compliance with Hartnell College Board Policies and Administrative Regulations, State of California Title 5 and 22 codes, Child Care Food Program Regulations, Child Development Center policies and procedures, Accreditation Criteria of the National Academy of Early Childhood Programs and other applicable regulations and guidelines.

Responsible for the daily operation of a campus child development center.

Provide direction, guidance and support to assigned staff; evaluate staff according to established policies and procedures.

Supervise enrollment process and assure children are enrolled in accordance with the State Preschool Program guidelines.

Monitor and supervise activities within the center to assure that enrolled children and their families receive services in accordance with Title 5 and 22 guidelines.

Prepare and submit supply requisitions and maintain inventory of center supplies and equipment. Purchase needed food and other supplies in accordance with Hartnell College policies and procedures.

Make regular classroom observations for the purpose of strengthening the early childhood education provided to the children and assuring developmentally appropriate practices are employed at all times.

Conduct and/or oversee a daily inspection of the facility and equipment to assure a clean, safe, and orderly environment.

Prepare and/or oversee the preparation of children and family records to assure that children and family records are correct, up-to-date, and kept confidential.

Responsible for the preparation, accuracy, and submission in a timely manner of program records, such as attendance, meal count, etc.
Communicate regularly with parents encouraging them to take an active role in their child’s education, including volunteering in the classroom. \textit{E}

Provide for or arrange for parent training in child growth and development. \textit{E}

Initiates a set of standards for the center to assure a positive environment for learning and working together. \textit{E}

Identify the need for and request ancillary and/or support services, such as maintenance, custodial, and secretarial. \textit{E}

Cooperate in a professional and ethical manner with others. \textit{E}

Schedule and facilitate staff meetings as needed. \textit{E}

Substitute as a Child Development Center Teacher as needed to meet ratio requirements. \textit{E}

Execute authorized emergency and safety procedures and administer first aid as needed. \textit{E}

Provide program orientation to volunteers and/or student teachers; assist student teachers in developing observation skills and implementing developmentally appropriate activities for children; act as a liaison among center staff, instructional faculty, and student teachers and classroom volunteers. \textit{E}

Perform related duties as assigned.

\textit{E = Essential function}

\textbf{KNOWLEDGE AND ABILITIES:}

\textbf{KNOWLEDGE OF:}

Planning, organizing and directing of Child Development Centers.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures.
Computer software applications for child development reporting.
Principles and methods of child development.
Proper evaluation methods.
ECE curriculum and instructional objectives.

\textbf{ABILITY TO:}

Plan, organize and administer the operation of Child Development Centers operating at multiple sites.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Train and evaluate the performance of assigned staff.
Establish and maintain working relationships with faculty, staff, parents, community members and others.
Conduct effective program evaluations.

QUALIFICATIONS: (as per the Child Development permit matrix)

An associate’s degree in Early Childhood Education, Child Development or a related field with 24 ECE/CD units with at least six units administration and at least two units adult supervision AND 350 days of at least three hours per day within the past four years including at least 100 days of supervising adults OR a Bachelor degree (or higher) with 12 ECE/CD units and at least three units of supervised field experience in an ECE setting.

Possess or qualify for a Child Development Site Supervisor Permit or Children’s Center Supervisory Permit.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license.
Valid First Aid and CPR certificates.

WORKING CONDITIONS:

ENVIRONMENT:
Children's center environment.
Outdoor play area with climbing structures, sand, and riding toys.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Lifting children and moderately heavy objects.
Bending at the waist, kneeling or crouching.
Crawling.
Standing for extended periods of time.

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Human Resources