



TITLE	CLASSIFICATION	SALARY GRADE
CHILD CARE SITE SUPERVISOR	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2014/15 Classification Review		

**JOB DESCRIPTION:**

Under direction, assists in the coordination of the daily operations of the Child Development Center; enforces regulations under the Child Care Program guidelines; implements and maintains an appropriate learning environment for the children; and performs related work as required.

**SCOPE:**

The Child Care Site Supervisor establishes classroom policies and procedures for children's development and safety; ensures Center maintains proper license requirements and implements State regulations.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Implements State licensing regulations for the Childcare Center.
2. Ensures the Childcare Center, rooms and play areas are maintained in a clean, orderly, and safe condition.
3. Oversees implementation of daily food program to meet children's nutritional needs; ensures that substitutions are provided for children with dietary restrictions; posts and trains staff on child food allergies and how to accommodate children with allergies.
4. Maintains appropriate staff level to accommodate children enrolled in the program in accordance with regulations.
5. Provides information to parents concerning their children's development, abilities, and areas of concern; explains program procedures and classroom activities as requested.
6. Monitors family enrollment to ensure reporting procedures for the Childcare Center's attendance and fiscal information is accurate.
7. Oversees parent-teacher conferences in accordance with program regulations.
8. Monitors teachers to ensure quality of teaching methods and support for program goals.
9. Advises parents on program services and provides referrals to community agencies.
10. Reports incidents of suspected child abuse to proper authorities.
11. Plans and coordinates staff meetings to promote ongoing communication.
12. Works in classrooms as a teacher on an as needed basis.
13. Hires, trains, schedules, and supervises student employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Meet State and Federal regulations; enforce and apply all laws, rules and regulations; read, understand and interpret standard official legal documents; exercise judgment and discretion in analyzing and resolving problems; read, correct and prepare clear and concise reports; give and follow written and oral instructions; assist in the planning, developing, and implementation of educational programs and experiences for children ages 0-5; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Department of Education, Child Development Division guidelines; Child Care Food Program guidelines; Early childhood development and appropriate practices; basic child psychology; appropriate health and safety codes; reporting procedures for suspected child abuse; laws and regulations covering such abuse; materials, tools and equipment to be used in the classroom setting; skills in establishing and maintaining effective communications with adults and children; standard office productivity software.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Associate's degree with 24 semester units in Early Child Development/Child Development including core courses and 6 administrative units and 2 adult supervision units. Bachelor's Degree in Child Development is preferred.

#### *Experience:*

350 days of 3+ hours per day within 4 years teaching young children (equivalent to 1.5 years part-time), including at least 100 days of supervising adults (equivalent to 5 months). Teaching young children in a group setting preferred.

### **LICENSE OR CERTIFICATE:**

Child Development Site Supervisor Permit issued by the California Commission on Teacher Credentialing. Must possess proof of training and/or current certificates in CPR and First Aid.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases). Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, Child Abuse Index Services). Bilingual (English/Spanish) preferred.