

TITLE: Child Care Site Supervisor

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, oversees the daily operations and safety procedures of the Child Development Center in compliance with local, state, and federal regulations and guidelines. Observes teachers and learning environments to ensure the quality of the Child Development program. Supports children by monitoring learning experiences and behaviors to optimize individual educational experiences. Supports program goals by observing the program and providing feedback/suggestions.

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. Facilitates and maintains state licensing for Children's Center. Adheres to all applicable health and safety regulations, reports injuries or incidents, provides training, and accompanies licensing agents on site visits.
2. Supervises the Children's Center site to ensure proper care of children. Monitors learning environments and children.
3. Monitors the maintenance of facilities, equipment, and materials. Oversees adherence to fire codes and coordinates building and equipment maintenance.
4. Provides program and curriculum support for children, consults with outside agencies for behavior or developmental assessments, attends staff meetings, and maintains handbooks with updated policies and procedures.
5. Supports parents and families to provide information about the program and enrollment requirements. Assists parents with enrollment process and provides referrals or recommendations to meet family's needs.
6. Supports families through the Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP) processes. Coordinates parent workshops and information based on parent needs.
7. Implements and ensures compliance with California Department of Education (CDOE) regulations and California Department of Social Services (CDSS) requirements for funding. Enrolls and certifies families. Completes summary of findings for program curriculum and ensures assessments are completed annually.
8. Oversees the implementation of the Child and Adult Care Food Program (CACFP), including enrolling and certifying families in the food program, maintaining allergy/food substitution lists, monitoring meal count sheets for accuracy, and providing required materials.
9. Hires, trains, schedules, and supervises student interns and student employees, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
10. Serves as a liaison to external agencies and refers children and families for services as appropriate.
11. Provides information for program reviews and audits.

TITLE: Child Care Site Supervisor

KNOWLEDGE OF:

1. Relevant local, state, and federal rules and regulations, policies and procedures, including Title 5 and Child Care Licensing guidelines.
2. Child and Adult Care Food Program (CACFP) guidelines.
3. Early childhood development practices.
4. Basic child psychology.
5. Appropriate health and safety codes.
6. Reporting procedures for suspected child abuse, including applicable laws and regulations.
7. Materials, tools, and equipment to be used in the classroom setting.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Meet state and federal regulations.
2. Enforce and apply all laws, rules, and regulations.
3. Read, understand, and interpret standard official legal documents.
4. Exercise judgment and discretion in analyzing and resolving problems.
5. Read, correct, and prepare clear and concise reports.
6. Assist in the planning, developing, and implementation of educational programs and experiences for children ages 0-5.
7. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
8. Communicate effectively, both orally and in writing.
9. Exercise appropriate judgement in interactions with others and with work processes.
10. Interact with the public in a helpful, courteous, and professional manner.
11. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

- Bachelor's degree in early childhood education or a closely related field of study required.
- Must meet Commission on Teacher Credentialing requirements for Site Supervisor permit.
- A minimum of 3 units of higher education coursework in infant/toddler care.

TITLE: Child Care Site Supervisor

EXPERIENCE:

1+ year of related experience with teaching young children and supervising childcare staff required.

OTHER REQUIREMENTS:

- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling 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 for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services).
- Proof of Diphtheria, Tetanus, and Pertussis (DTaP or DTP) vaccination and the Measles, Mumps, and Rubella (MMR) vaccination or an Immunity Profile Test (Titer Test).
- Current and valid CPR and First Aid.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).