

TITLE: Program Supervisor, Child Development Children's Center

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 12

SCOPE OF POSITION:

Under the direction of the Director, Early Childhood Education, oversee the day-to-day administration and operation of the Child Development Children's Center; assist with the integration of lab school and child care components; support the student teachers' on-site experience in conjunction with instructional faculty; supervise and evaluate the performance of assigned staff.

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. Provide and coordinate child development programs in the infant, toddler, and preschool classrooms; manage child care/lab school operations.
2. Collaborate with the Director to ensure licensing and accreditation requirements, develop and implement operating policies and procedures are in compliance.
3. Hire, train, supervise, and evaluate Child Development Center's staff; recommend staffing needs to the Director as appropriate; plan staff development programs for Child Development staff.
4. Manage enrollment and recertification of families in the Child Development Program.
5. Oversee food service and child care food program; prepare monthly reports and oversee expenditures for equipment, supplies, and staff costs.
6. Plan for renovation and repairs; coordinate daily incidental maintenance responsibilities to ensure a safe and healthy environment.
7. Assist the Director with providing data for the budgets, attendance, and enrollment projections, and funding reports.
8. Oversee parent programs and services such as newsletters, on-site crisis management, conferences, parent meetings, parent handbooks, resources, and referrals.
9. Supervise health components for the programs, including child assessments, immunizations, illness and medication policies, and health and safety practices.

KNOWLEDGE OF:

1. Issues and theories of Child Development and relevant regulations.
2. Relevant regulations related to the operations of a child development center. Including California Department of Education and Department of Social Services subsidized funding, Title 5 and Title 22 regulations, funding terms and conditions, and Child Care and Adult Food Program (CACFP).
3. Program review and evaluation processes.
4. Program for Infant and Toddler Care philosophy and practices.
5. Early childhood development appropriate practices.

KNOWLEDGE OF – Continued

6. Oral and written communication skills.
7. Principles and practices of supervision and training.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Oversee the day-to-day administration and operation of a child care center.
2. Assist with the integration of lab school and child development components.
3. Support student teachers' on-site experience in conjunction with instructional faculty.
4. Train, supervise, and evaluate the performance of assigned staff.
5. Support the implementation of a developmentally appropriate curriculum.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others. Communicate effectively, both orally and in writing.
9. Exercise appropriate judgment in interactions with others and with work processes.
10. Interact with the public in a helpful, courteous, and professional manner. Prepare and maintain records and reports related to assigned activities.
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 Human Resources, 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.
- Child Development Program Site Supervisor Permit issued by the California Commission on Teacher Credentialing.
- A minimum of 3 units of higher education coursework in infant/toddler care.

Experience:

3+ years' experience supervising a child development program.

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).

OTHER REQUIREMENTS – Continued

- Must pass fingerprint clearance for all appropriate agencies (such as FBI, the 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.