

## **CHILD DEVELOPMENT CENTER SUPERVISOR**

### **DEFINITION**

Under the direction of the appropriate manager, plan, organize, supervise and evaluate the various local, state, and federally funded childcare programs of the college.

### **TYPICAL DUTIES**

Plan, organize, and direct the activities of the complex childcare and development programs located at multiple sites for the assigned college. Prepare new and continuing grant applications from local, state and federal sources to ensure the financial stability, enhancement and growth of the college's childcare and development programs. Under the direction of the manager, recommend and maintain the annual budgets for the various programs of the centers. Develop and accurately maintain a system of records to support program contracts including but not limited to records related to purchases of equipment and supplies, staffing, inventories, and plant maintenance; records in compliance with district procedures, licensing regulations and Department of Education guidelines; and records supporting student interns. Formulate, implement and evaluate operational procedures to assure compliance with applicable regulations, guidelines, and policies. Provide liaison between childcare services and the early childhood education instructional program including serving on the advisory committee. Supervise and direct the personnel activities of the center staff including all aspects of recruitment, hiring, and evaluation. Design and implement a staff development program for the centers. Collaborate with all district child development program directors and administrators. Coordinate program quality reviews and other continuous improvement efforts to ensure compliance with local, state and federal regulations. Maintain licensure and adherence to all local and state fire, health and building codes. Organize and coordinate the parent advisory committee. Participate on a variety of college and district committees representing the college. Perform related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE/EDUCATION (4 options)**

**Experience** – One program year of Site Supervisor status experience required.

**Option 1: Education** – A Bachelor's degree from an accredited institution with at least twenty-four (24) semester units of Early Childhood Education/Child Development including the following core courses of child/human growth and development; child, family, and community or child and family relations; and programs/curriculum; **AND** completion of six (6) additional semester units of course work in the administration and supervision of childcare and development programs; **AND** completion of two (2) semester units of adult supervision course work.

**Option 2: Education** – Must possess a valid Administrative Credential issued by the California Commission on Teacher Credentialing and have completed twelve (12) semester units of Early Childhood Education/Child Development; **PLUS** (3) semester units supervised field experience in an Early Childhood Education/ Child Development setting.

**Option 3: Education** – Must possess a valid Teaching Credential issued by the California Commission on Teacher Credentialing. Must have completed twelve (12) semester units of Early Childhood Education/Child Development **AND** six (6) semester units in administration or supervision of early childhood education or child development; **AND** three (3) semester units of supervised field experience in an Early Childhood Education/Child Development setting.

**Option 4: Education** – A Master’s degree from an accredited institution in Early Childhood Education/Child Development/Human Development.

### **SPECIAL REQUIREMENTS**

Any offer of employment is contingent upon the successful completion of a medical evaluation and employees in this classification must hold or be eligible for a valid Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

### **KNOWLEDGE OF**

Licensing guidelines (Title 22) and Funding Terms and Conditions (California Department of Education) for operation of Child Care and Development programs in California. Activities appropriate for young children, classroom management, instructional techniques, and teaching results. Legal reporting requirements; preparation, review and control of highly complex and responsible technical and financial records; financial analysis and projection techniques; budget control and revenue projections. Scope, variety and complexity of work assignment; independence of actions and decisions; consequences of decisions made; amount of supervision exercises and received; principles and practices of effective supervision and training; interpersonal skills using tact, patience and courtesy.

### **ABILITY TO**

Perform the basic functions of the position; plan, organize and perform professional-level duties related to the operation of child care and development programs in California; perform complex and responsible analytical studies; prepare and analyze comprehensive reports and prepare forecasts and formulate recommendations for action; accurately analyze, interpret, and apply laws, polices, regulations and fiscal information; plan, organize, prioritize and supervise the workload of assigned areas of responsibility; use microcomputer applications for fiscal and accounting processes; maintain current knowledge of program rules, regulations, requirements, and restrictions; maintain current knowledge of trends and research in early childhood education; analyze situations accurately and adopt effective courses of action; set schedules and timelines; supervise the work of others; work cooperatively with the public, students, faculty and staff; work independently with minimum direction; work as a member of a team; sustain regular work attendance; exercise initiative and good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the Child Development Center Supervisor, the employee is regularly required to talk and to hear. The employee is frequently required to stand; use hands and fingers to handle or feel objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to walk, sit, stoop, kneel, crouch, bend, taste, or smell. The employee must frequently lift and/or move up to 40 pounds weight. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of a Child Development Center Supervisor, the employee is frequently exposed to fumes or airborne particles and communicable diseases. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.