

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHILD DEVELOPMENT CENTER CLASSIFIED SITE SUPERVISOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, coordinate the responsibilities of planning and implementation of a developmentally appropriate program for the daily activities and functions of the Child Development Center; lead and mentor associate teachers, assistants, student teachers, and volunteers in providing quality service in the care, development and instruction of children while implementing the philosophies and pedagogy of the Child Development Department and Center; and assure compliance with state and local regulatory agencies and district policies.

REPRESENTATIVE DUTIES:

Represent CDC during licensing and other regulatory site visits during periods of absence of area administrator.

Assist the area administrator in fully complying with all aspects of the Contract Monitoring Review.

Coordinate, plan and implement consistent and predictable daily activities keeping within the parameters of the Child Development Center facilities and curriculum based upon the State mandated Desired Results Standards, in accordance with the policies and philosophy of the Child Development Center; conduct ongoing authentic assessment of the children, record daily anecdotes, and maintain a portfolio on each child.

Mentor and provide direction to all college students, including practicum, EOPS, Co-Op Ed, Federal Work Study, and volunteers; provide direction and guidance to teaching staff; guide and direct parent volunteers in the classroom.

Individualize the program to meet the needs of each child with concern for their interests, abilities, special talents, cultural backgrounds, style and pace of learning.

Prepare detailed reports as required.

Set up and maintain the physical environment in accordance with the Early Childhood Environment Rating Scale, adapting to the current needs and interests of the children.

Child Development Center Classified Site Supervisor - Continued

Regularly inspect site facilities for health, safety, fire, and occupancy violations and take corrective actions, as needed.

Assist with and monitor compliance of staff work schedules to insure legal ratios, safe coverage and efficient use of personnel.

Maintain resources and equipment of the center.

Communicate and maintain ongoing positive communication and effectively work with a system of shared governance, including area administrator, Child Development faculty and administration.

Provide for orientation and participation of parents, initiate and conduct parent conferences sharing pertinent information in the child's growth and development based on the analysis of the Desired Results Standards, support Parent Advisory Committee and maintain all records.

Assist in establishing eligibility of clients and waiting list; implement enrollment policies, conduct certification of parents and children.

Assist parents with the referral process for children with identifiable developmental delays or disabilities.

Arrange for repairs, custodial care and maintenance of a safe, healthy, uncluttered and ordered environment, aid in monthly disaster drills, referring ill children to office staff, and keeping the classroom clean, uncluttered and equipment in good repair; clean and maintain the floors, bathrooms, tables, and work areas, and perform laundry duties.

Tour facilities with visitors and provide information regarding center programs and activities.

Treat all children with dignity and respect, implementing constructive discipline policies and the principles of conflict resolution in discipline situations.

Submit timely requests for all classroom supplies, materials and equipment.

Operate a personal computer and peripheral equipment to enter data, maintain records, and generate reports; utilize fax machine, word processing, spreadsheet and other software as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child Development Center Classified Site Supervisor - Continued

Principles of child development and psychology.
Educational, emotional, physical and dietary needs and requirements of children.
Principles and practices of training.
Maintain knowledge of relevant and current laws, rules and regulations related to assigned activities, including Title V and Title XXII and assure that site operations and personnel are in compliance.
Basic procedures and policies of the Child Development Center and Child Development Department programs and services.
Interpersonal skills using tact, patience and courtesy.
Operation of various office equipment.
Health and safety regulations and appropriate precautions and procedures.
Menu planning and nutritional standards and guidelines.
Effective communication skills.
Applicable rules and regulations in District organization and policies, programs related to the Child Development Center.
Desired Results for Children and Families and Contract Monitoring Review.
Permit teacher duties and responsibilities.

ABILITY TO:

Plan, prepare and direct the daily activities and functions of the Child Development Center.
Assure compliance with state and local agencies, and District policies.
Prepare and maintain accurate records, logs and reports.
Learn department and program goals.
Provide work direction and coordinate CDC activities and trainings.
Assist staff in developing daily and weekly lesson plans.
Assume responsibility for basic operations of the Child Development Center in the area administrator's absence.
Assist area administrator in research and development of funding opportunities.
Assist with the preparation and implementation of the annual budget.
Prepare and maintain accurate records, logs and reports.
Establish and maintain positive communication with parents
Implement and monitor enrollment policies, rules, and regulations, ensure enrollment compliance.
Meet schedules and timelines.
Lead and train staff, student workers, parents and volunteers.
Communicate effectively with parents and other individuals of diverse academic, socioeconomic cultures, ethnic and disability backgrounds.
Establish and maintain cooperative working relationships with others including other staff, students, parents and children.

EDUCATION AND EXPERIENCE:

Applicant must possess the minimum of a valid Commission on Teacher Credentialing Child Development Site Supervisor Permit; five years experience in working with children in a Title 5 program.

Child Development Center Classified Site Supervisor - Continued

OTHER REQUIREMENTS:

Possession of food handler's card
Obtain fingerprint clearance
Current CPR and first aid card
Ability to pass a TB test every 2 years

WORKING CONDITIONS:

Disclosure:

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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor and Outdoor Work Environment:

Ability to work at a desk or conference table in the Child Development Center; subject to constant interruptions. While performing the duties of this job the employee is regularly required to sit, use hands to handle materials, speak to communicate, see to observe children and requires ordinary hearing ability. The employee is occasionally required to bend at the waist, stoop, crouch, stand and walk. The employee is regularly required to push swings and lift or carry children 45 pounds or heavier. .

Incumbents may be exposed to blood or other bodily fluids and standard cleaning chemicals.