

TEMPLE CITY UNIFIED SCHOOL DISTRICT

CHILD CARE SUPERVISOR

SUMMARY:

The Child Care Supervisor assists in the management of the District's Child Development and Extended Day/Learning Program. The Child Care Supervisor is responsible to supervise a multiple site child care program and assist the Director with the development and supervision of instruction and activities.

DEGREE OF SUPERVISION:

The Child Care Supervisor is under general direction of the Director of School to Career Enrichment Programs. Performance evaluations are done on a bi-annual basis by the Director of School to Career Enrichment Programs.

DUTIES AND TASKS: *(All tasks are essential functions unless noted with an S)*

1. Program Management

- A. Follows District policies and participates in their review and modification when pertaining to childcare issues;
- B. Monitors staff to student ratio in order to ensure fiscally sound budget;
- C. Makes contact with parents regarding eligibility and payment issues;
- D. Assesses program needs and develops and coordinates a comprehensive professional development plan for staff;
- E. Prepares and maintains a variety of records, files, and reports related to the Extended Day/Learning Program, including staff time sheets, snack and supply order forms for sites, student enrollment, and emergency forms;
- F. Provides Food Services programs according to established nutritional and food handling guidelines;
- G. Plans summer and spring break fieldtrips and related activities;
- H. Coordinates staff work and vacation schedules and arranges for substitutes when necessary

2. Program Supervision:

- A. Works with site staff to develop and maintain a safe and healthy indoor and outdoor environment;
- B. Refers staff to best practices in conflict management and problem solving strategies; assists with resolution of staff conflicts;
- C. Develops and supervises an all inclusive curriculum that is developmentally and culturally appropriate;
- D. Provides information to staff on health, safety, transportation and universal health precautions; provides program orientation to volunteers and/or student teachers;
- E. Evaluates the performance of child care staff;
- F. Arranges for substitutes when needed;
- G. Assists with interviewing and selecting employees and recommending transfers, reassignments, termination and disciplinary actions;
- H. Works with Personnel office on areas related to labor and the collective bargaining agreement.

3. Parent-Community Support:

- A. Provides information to families about the childcare program, its mission, expectations and policies including enrollment and payment procedures;

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- B. Provides information about community resources to parents and staff; actively promotes the program through community resources and district functions;
- C. Develops reciprocal relationships with parents; presents a positive view of District to the community through regular communications;
- D. Coordinates a parent partnership plan including orientations, parent advisory meetings, newsletters and other parent involvement activities;
- E. Meets with parents to address concerns and mediate resolutions; may conduct home visits and/or hold conferences;
- F. Identifies special needs of children and/or families.

4. Legal Responsibilities and District expectations:

- A. Implements health and sanitation standards;
- B. Recommends intervention or corrections of safety issues when necessary;
- C. Keeps current on state and federal child care regulations and child development pedagogy;
- D. Assists with department-wide meetings and staff development to provide training in various areas of child development and child care;

5. Other Duties as Assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of Child Development Practices and Policies:

- A. Federal and state regulations governing school-age child care programs;
- B. Early childhood/school age appropriate instruction and practices;
- C. Knowledge of School readiness and early literacy curriculum.

2. General knowledge of principles of personnel supervision and management.

3. Skills and Abilities:

- A. Apply professional knowledge and administrative ability in supervising a comprehensive school-age extended day/learning program;
- B. Communicate effectively both orally and in writing;
- C. Interpret, apply and explain rules, regulations, policies and procedures;
- D. Establish and maintain cooperative and effective working relationships with others;
- E. Basic accounting practices including program budget development and implementation.
- F. Computer proficiency with applications in Microsoft Office Suite;
- G. Work independently with little direction;
- H. Maintain reports and files related to assigned activities.

QUALIFICATIONS:

Education:

1. BA with at least 24 units of ECE/CD units including:

- Core courses (Child/Human Growth and Development; Child/Family and Community or Child and Family relations; and Program/Curriculum)
- 16 GE units
- 6 units in Administration
- 2 units in Adult Supervision

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2. Site Supervisor Permit;
3. At least one year of experience running a multiple site program field.

OR

3. Teaching or Administrative Credential with 12 units of ECE and CCTC approved training.

OR

4. Masters Degree in ECE or Child Development.

Other Requirements:

- Tuberculosis screening and clearance every four years;
- Possession of a valid California Drivers' License.

PHYSICAL DEMANDS:

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 accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to** sit at a desk for extended periods of time; **regularly required to** drive a vehicle from site to site within the District; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; see for the purpose of reading or observing; reach in all directions; have dexterity of hands and fingers to operate a computer keyboard.

The employee is **occasionally required to** lift and/or carry objects up to 25 pounds in weight; bend, twist, stoop, or kneel.

WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee is regularly required to: work in an indoor climate controlled, windowless environment with moderate noise levels.

SALARY RANGE: