



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



CHILD CARE PROGRAM SUPERVISOR

JOB SUMMARY:

Under general administrative direction of the Assistant Superintendent, Educational Services, coordinates and provides administrative direction for the District's Child Care Program. Ensures the District offers a quality Child Care Program and directs early childhood education activities in accordance with established laws and procedures. Interviews, hires, evaluates and recommends discipline for Child Care Program staff. Prepares and administers the Child Care Program Budget and budgeted expenditures.

CLASS CHARACTERISTICS:

The class of Child Care Program Supervisor is a single incumbent classified management position and is distinguished from the Child Care Program Facilitator class in that the incumbent is responsible for District wide operations of the Child Care Program, while positions in the Child Care Program Facilitator class are responsible for the operation of the Child Care Program at a single site. The incumbent is expected to work with considerable independence to develop and implement District wide Child Care Program standards and policies. The incumbent meets frequently with school administrators, child care staff, and parents to communicate information and data. The Child Care Program Supervisor is responsible for directing and supervising the day-to-day operations of the District's Child Care Program, including the supervision of the Child Care Program Facilitators, Child Care Attendants and other classified personnel as assigned.

REPRESENTATIVE DUTIES (*E* denotes an essential function of the job.):

Plan, organize, and supervise all activities of the District's Child Care Program in accordance with established licensing regulations and child development content standards; *E*

Formulate, develop and recommend adaptations to the Child Care Program policies and procedures to ensure adherence to legal policy mandates and regulations; *E*

Review, monitor and supervise the functions and activities of the Child Care Program staff to ensure that care and educational instructional standards are maintained; *E*

Oversee Child Care Program Facilitator's preparation of site staff schedules, and make adjustments to ensure compliance with enrollment and staffing ratios; *E*

Approve requisitions for site staffing, purchase orders and arrangements for field trips and transportation schedules; *E*

Communicate with administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; *E*

Make all preparations for the Child Care Program conducted during Winter, Spring and Summer breaks, when regular school is not in session, including: preparing work schedules, planning and ordering supplies as needed and overseeing all related activities; *E*

Travel to various school sites to provide support to child care staff; attend a variety of meetings including training of personnel; *E*

Provide technical expertise, information, assistance and counseling to Child Care Program Facilitators regarding assigned functions; *E*

Prepare agendas for and conduct weekly staff meetings with Child Care Program Facilitators and child care staff; *E*

Maintain contact with parents of Child Care Program participants by telephone and attending parent conferences; enroll participants, resolve concerns, answer questions, assist in making arrangements for behavior contracts, dismiss/readmit participants from the program as necessary, and collect delinquent fees; *E*

Prepare the annual budget for the entire Child Care Program, reviewing current and projected enrollment, costs of the District's program in relation to other school age child care programs in the County and ensuring the program remains self-supporting; *E*

Prepare evaluations of District Office Child Care Program staff and review and provide input to Principals/site administrators on site based staff's evaluations; *E*

Review, revise and coordinate the preparation of Parent, Staff, Facilitator and Attendant Handbooks;

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel;

May substitute for absent Child Care Program Facilitators as necessary;

Attend other related training sessions as assigned;

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

General administrative direction is received from the Assistant Superintendent, Educational Services.

Supervision of the District Child Care Program staff is exercised and provides input into the evaluations of site based program staff in conjunction and cooperation with Principals and/or site administrators.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Child care program operations and their relationship to the regular school program;
- Child care regulations, laws, legal mandates, codes, policies and procedures;
- Policies and objectives of the child care program;
- Physical and emotional development of children;
- Child growth and development principles and theories;
- Accounting and budgeting basics, including budget preparation and expenditure controls;
- Appropriate safety and health procedures and precautions;
- Principles and practices of good supervision and staff training;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;
- Modern record keeping practices and procedures;
- Operation of personal computers and applicable software.

Ability to:

- Plan, organize and supervise the overall operation of the Child Care Program consistent with optimum growth and development of school age children;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies, and the public;
- Build and maintain strong home-school-parent-teacher child care center relationships;
- Assign and counsel personnel to provide a positive environment for children;
- Plan and supervise the implementation of a variety of age appropriate children's activities;
- Develop and administer the District's Child Care Program budget;
- Provide support to various school sites;
- Establish and maintain cooperative and effective working relationships with diverse groups, including site facilitators, administrators and teachers, District personnel, parents, community interest groups and students;
- Communicate effectively both orally and in writing with staff, parents, children, public and district personnel demonstrating poise, patience, sensitivity and understanding;
- Work independently with little direction;
- Plan and organize work;

- Prepare, present clear and concise reports;
- Meet schedules and time lines;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- An Associate degree in Child Development, Child Psychology, Physical Education, Recreation or a related field; **OR**
- A certificate or credential issued by the Commission on Teacher Credentialing;
- A Bachelor's degree in education or related field from an accredited college or university is desirable.

Experience:

- Three (3) years of increasingly responsible experience in a child care program, including one year supervisory experience or completion of a supervisory training program.

LICENSES REQUIRED:

Prior to employment must have the standard fingerprint clearance by California Department of Justice (DOJ). In addition, fingerprint clearance by the Federal Bureau of Investigation (FBI) is required in accord with Education Code sections 45125, 45125.01 and 49024(a).

Possession of a valid First Aid and CPR Certificate;

Possession of a valid and appropriate California Driver License;

All the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

The job requires standing, walking, sitting, and physical agility sufficient to move about, lead and/or participate in activities; frequently lifts objects weighing up to 30 pounds, occasionally up to 50 pounds, frequently uses arms, hands and fingers on both hands, and reaches overhead; occasionally kneels and bends, and must be able to maintain balance; needs speech and vocal capacity sufficient to be heard by children in a noisy environment; must hear normal voice conversation and be able to tell when a child is having difficulty or being disruptive, is exposed to noise generated by children involved in activities; needs visual acuity sufficient to see small details and observe children's activities and behavior, both indoor and outdoor, have normal depth perception, and be able to distinguish colors and color shades; drives a vehicle, uses a computer, telephone. The working environment is both inside and outside, exposed to sunlight, wind and weather elements found in a Southern California beach community. Has direct contact with public, students, and district staff, in negative interpersonal situations with crying children or upset parents. Is frequently exposed to various diseases carried by children. Works without direct guidance from supervisor, with high volume and tight deadlines. Employment contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Established 9/11/03

Revised 6/14/07, 10/14/10, 11/13/14

Job Description Review and Revisions Effective: 11/12/15