

CLASS SPECIFICATION
Child Care Site Supervisor

GENERAL PURPOSE

Under general supervision, this lead position is responsible for direct supervision of a childcare and development site for school age children, on-going program activities, and providing lead supervision of staff; and performs related duties as assigned. This is a grant-funded, temporary position with part-time hours.

DISTINGUISHING CHARACTERISTICS

The Child Care Site Supervisor reports to the Child Care Program Manager and provides supervision of a child care and development site including direct supervision of Child Care Instructor staff. Child Care Site Supervisors also plan and execute an education program of day care services for school-age children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plan and supervise structured recreational activities for school-age children.
2. Serve as immediate supervisor for Instructors and Child Care Assistants.
3. Train staff on program principles and procedures.
4. Plan and conduct special activity days.
5. Maintain personnel and licensing files, records and reports.
6. Maintain effective working relationships with children, parents, school staff and city staff.
7. Responsible for SACERS, (School-Age Care Environment Rating Scale), DRDP (Desired Results Developmental Profile) and other curriculum and development assessments.
8. Adhere to applicable policies & procedures for duties related to the CACFP (Child & Adult Care Food Program) and Civil Rights requirements.
9. Provide courteous and expeditious quality customer service.
10. Responsible for day to day operations of a child care site.
11. Must follow and adhere to state licensing practices.
12. May travel to various sites to provide assistance and support to staff.
13. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Educational/recreation programs, practices and techniques related to the care a supervision of school-age children in grades K-8.
2. Staff supervision and site administration practices and principles.
3. CPR and first-aid methods and techniques necessary for safety.
4. Record keeping, filing and licensing reporting procedures.
5. Safety issues involving participants and staff during indoor/outdoor activities and other safety policies, practices and procedures.
6. State of California child care site licensing regulations and practices.

Ability to:

1. Lead, plan, organize, supervise and coordinate various educational and recreational programs and activities.
2. Care about and work effectively with children using developmental appropriate techniques.
3. Effectively communicate orally and in writing to program participants and their families, and to community groups and others involved in, or impacted by, department programs.
4. Work a flexible schedule including weekends, evenings holidays, and all-day during school vacation periods.
5. Adhere to all licensing regulations, program schedules, deadlines and budgets.
6. Assist children in grade-appropriate homework studies.
7. Understand and follow written and oral instructions.
8. Successfully and professionally resolve conflicts between/among participants, complaints from parents and questions from department and other City staff; may include participant disciplinary actions, fee payment concerns and resolving staff problems and issues.
9. Maintain program participant's files, personnel records and prepare written reports and program evaluations.
10. Participate in training of new staff and provide ongoing training to current staff.
11. Operate office business equipment including personal computers.
12. Provide quality customer service and establish and maintain effective working relationships and deal tactfully with department and City staff, recreation program participants, the public, school personnel and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above and mandatory grant requirement is a minimum of two years of related paid experience and 60 units, which must include the following credits:

- 24 units Early Childhood Education (ECE) or Child Development (CD)
- 6 units Administration
- 2 units Adult Supervision
- Must have or be able to obtain a Site Supervisor's permit upon appointment

Bilingual (English/Spanish) is desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Certification in American Heart Association basic First Aid/CPR (may be obtained within the first six (6) months of hire.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk; stoop, kneel, bend or crouch and lift or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve basic problems; use basic mathematics; perform work under changing deadlines on multiple tasks; and interact with department and City staff, recreation program participants, the public, and others encountered in the course of work, some of whom are dissatisfied and quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Supervisor will be in classroom environment and assist in Instruction and implementation of curriculum.

While performing the duties of the job, the employee works under varied conditions, including inside recreation facilities where he/she may be exposed to high levels of noise, outside facilities where the employee may be exposed to noise and possibly wet and/or humid conditions, or in typical indoor conditions with moderate noise levels.