

SUPERVISOR - CHILD CARE

Purpose Statement

The job of Supervisor - Child Care was established for the purpose/s of under direction, supervising, overseeing and participating in complex and difficult work of staff responsible for providing recreational and education activities for children at a childcare center; ensuring compliance with program requirements; and coordinating communications with parents.

This job reports to Principal

Essential Functions

- Attends meetings, conferences, and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Confers with parents and guardians for the purpose of providing information about children, events, lessons and materials that are helpful for planning further lessons.
- Consults as needed with school nurse and/or child's doctor for the purpose of conveying and/or receiving information regarding children's health and current immunization.
- Develops lessons and instructional materials (e.g. language arts, social studies, multicultural awareness, art, music, physical development, etc.) for the purpose of providing educational and recreational activities at a child care center.
- Estimates supplies and equipment required for the child care center for the purpose of ensuring supplies are received in a timely fashion.
- Maintains a variety of records for the purpose of providing reliable information and documentation.
- Maintains standards of student behavior for the purpose of ensuring a functional learning atmosphere in the child care center.
- Organizes indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities for children at the child care center.
- Participates in parent conferences and classroom contacts for the purpose of receiving and/or presenting information related to activities of the child care center.
- Prepares a variety of reports (e.g. student information, parent training materials, lesson plans, etc.) for the purpose of meeting program, district, state and federal requirements.
- Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information and/or direction.
- Serves as a liaison to the certified instructor for the purpose of providing credits to students participating in the child care job.
- Supervises assigned employees (e.g. plans, schedules, reviews work, etc.) for the purpose of providing educational and recreational activities for children and ensuring the efficient operation of the child care center.
- Trains assigned employees for the purpose of providing necessary information in the areas of District policies and procedures, work methods, techniques, and the use and operation of equipment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles of supervision and training; standard safety practices necessary in the area of child care; appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; establishing and maintaining positive and harmonious working relationships; adapting to changing work priorities; maintaining confidentiality; and responding appropriately in emergency situations.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

As needed to maintain certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Exempt 47X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____