



## **CHILD DEVELOPMENT SITE SUPERVISOR II**

### Certificated Job Description

#### **IMMEDIATE SUPERVISOR:**

Supervision and evaluation by ECE Director.

#### **ESSENTIAL FUNCTIONS:**

1. Shall be responsible for the daily operation of all designated centers; for compliance with Title 5 and Title 22 regulations; for communications with the licensing agency; shall have the authority to acknowledge receipt of all deficiency notices and to correct deficiencies; and shall coordinate the on-going process of the center's total enrollment of children.
2. Understand philosophy of the program and can articulate its goals and objectives to others.
3. Ensure that staff know philosophy, objectives of program, and age appropriate activities in component areas of educational development: cognitive, physical, social, creative, health and nutrition, education, as well as, parent involvement.
4. Ensure that staff maintain a stable climate and sufficient control to promote the physical and emotional well-being of children and staff members.
5. Use respect and sensitivity at all times when communicating with children, program personnel and community.
6. Implement conflict management and problem solving strategies for children, staff and parents.
7. Ensure a continuous evaluation of children's needs by regularly meeting with appropriate staff to discuss the children and the program, specifically to Desired Results Developmental Profiles.
8. Ensure that staff understand and implement all regulations related to maintaining a safe, healthy and comfortable early education environment.
9. Ensure practice of accepted standards of cleanliness and sanitation of program facilities.
10. Ensure that staff understand and follow appropriate food handling procedures.
11. Ensure that staff understand and use authorized emergency and safety procedures, and universal health procedures.
12. Coordinate articulation with school districts and other child development agencies.
13. Understand procedures for child abuse reporting, and insure that staff understand the responsibility for action, as a mandated reporter.

14. Develop own plan for professional development that reflects regulatory, personal and professional needs and interests.
15. Plan and participate in on-site and off-site learning opportunities in accordance with a professional development plan.
16. Plan, attend and participate in scheduled center, committee, inservice, and parent education meetings.
17. Project a positive attitude about the agency to staff, parents, and the community.
18. Communicate positively and actively develop reciprocal relationships with parents, staff and community.
19. Provide program orientation to staff, parents, volunteers, substitutes and/or student teachers.
20. Assist staff with parent education techniques to use for reinforcing school activities at home, and provide information about community resources to parents and staff.
21. Train staff regarding referral policies and procedures and assist with referrals when necessary.
22. Ensure that staff understand importance of confidentiality requirements regarding all personal information about the children and families.
23. Ensure accurate enrollment eligibility and attendance recording of children and/or families.
24. Review and order supplies and instructional materials.
25. Ensure that all sites maintain inventory of equipment and supplies, and ensure that they are available and in good repair.
26. Cooperate with community agencies in providing needed services for children and their families.
27. Inspect and review that all fire and other emergency drills occur on a regular basis, at all sites.
28. Organize tasks, meet deadlines, accurately prepare and submit required records and reports, manage time to effectively meet the goals of the program.
29. Supervise and evaluate aide, assistant, associate, teacher, and Supervisor I in accordance with KCSOS policies.
30. Develop and maintain program curriculum and staff development.
31. Maintain confidential supervisory relationship with staff.
32. Provide information to staff members in designing and implementing their career/professional development plan.
33. Perform other related duties, as assigned.

## **MINIMUM QUALIFICATIONS:**

### **A. Personal Qualifications:**

1. Consistently demonstrate an appreciation of young children.
2. Exhibit a cooperative personality, self-confidence and patience.
3. Possess ability of problem solving.
4. Adapt to change, is open, flexible and willing to learn.
5. Able to work constructively with a diverse group of people.
6. Able to clearly hear, see and communicate.

### **B. Professional Qualifications:**

1. Ability to read, understand and follow the program philosophy, the personnel handbook, job descriptions and other related materials covering all positions at the center including his/her own.
2. Promote advocacy for the children and families.
3. Display respect of cultural, ethnic and linguistic diversity of participating families and staff.
4. Exhibit commitment to continuing professional growth.
5. Is involved in activities of a professional organization.
6. Must demonstrate leadership and supervisory skills.

## **TRAINING AND/OR CREDENTIALS**

### **A. Education:**

1. Must hold an appropriate California Child Development Supervisor or Director Permit based on one of the following:
  - a. AA (or 60 units) with 24 Early Childhood Education (ECE)/Child Development (CD) units including core courses and 16 General Education (GE) units; plus six units administration; plus two units adult supervision.
  - b. BA or higher with 12 units of ECE (core courses) plus three units supervised field experience in ECE setting.
  - c. Child Development Site Supervisor Permit, Child Development Program Director Permit or a Teaching Credential and Administrative Services Credential.

2. Completed pediatric CPR and first aid training through an accredited or approved program and holds a current pediatric CPR and first aid certificate.

B. Experience:

1. Minimum four years' comparable experience in a child care and development program. Sufficient experience to meet the Site Supervisor Permit requirements.

C. Conditions of Employment:

1. Provide a statement of good physical health including a test for tuberculosis from a licensed physician (LIC 503 form or similar document) as required by Title 22 of the California Code of Regulations.
2. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

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5/1/15

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