CHILD DEVELOPMENT PROGRAMS
PROGRAM SUPERVISOR

DEFINITION

Under general supervision of the Director of Categorical and Special Programs and Assistant Director of Child Development Programs, the Program Supervisor is responsible for the management of all functions related to the operation of the before and after school childcare and preschool programs across the district.

EXAMPLE OF DUTIES

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 related or a logical assignment to the job class.

- Plans, supervises, organizes, schedules, and monitors activities for students attending to their individual and developmental needs
- Assumes responsibility for the safety of children while establishing and maintaining a safe and healthy environment
- Models use of a variety of techniques and strategies that enhance and develop the social, emotional, physical, and cognitive development of children while treating them with dignity and respect; utilizing a patient, sensible and respectful tone and demeanor
- Models management strategies that provide a warm, caring, and stimulating environment for children that will help children learn to think creatively, solve problems independently, and to respect themselves and others
- Communicates concerns and issues regarding individual students with parents and Assistant Director
- Models and mentors staff with appropriate student interaction for control and discipline strategies
- Supervises and maintains use of program equipment
- Establishes, promotes, maintains and encourages good working relationships and ongoing communication with school administration, staff, assistants, children, parents and community
- Plans and implements regular staff meetings, staff development and training of staff with all aspects of their position
- Plans work schedules, supervises staff and assists with planning
- Coaches, counsels, and conducts staff evaluations appropriately and efficiently for all staff in a collaborative role with the Assistant Director

- Assists in recruiting, interviewing, hiring, and training staff to maintain a high-quality program
- Maintains and ensures accuracy and timely collection of tuition accounts and/or other program paperwork requirements
- Assists in the planning and the managing of the site's operational budget as approved
- Models good stewardship for school facilities, playground equipment, and program supplies
- Prevents and handles emergencies, accidents, and injuries, appropriately when they occur as well as, administering authorized medication and completing necessary paperwork
- Performs CPR and First Aid as necessary
- Assures that regulations regarding health and safety are in place, and works closely with Assistant Director to ensure Title 22 and/or Title 5 licensing requirements are met, as applicable
- Participates in the implementation of parent education programs, where applicable
- Assists in organizing and supervising field trips supervising field trips
- Assists Assistant Director in evaluating program and curriculum
- Participates in the implementation of parent education programs where applicable
- Performs related duties as assigned by district personnel
- Maintains confidentiality at all times

QUALIFICATIONS GUIDE

Knowledge of:

- Child growth and development, instructional, and behavioral needs of children
- Accounting and budget procedures
- Program procedures and polices
- Management techniques
- Personnel procedures and policies
- Title 22 and/or Title 5 Regulations
- Operation of equipment
- Effectively organize, supervise and conduct various accounting and administrative activities
- Maintain accurate records
- Demonstrate good judgment in situations responding to parent, staff, and community concerns and in dealing with disciplinary situations
- Establish and maintain cooperative working relationships
- Provide leadership

- Physically and mentally react appropriately and immediately to unexpected circumstances
- Perform non-violent crisis intervention procedures, when appropriate
- Pass Instructional Assistant Proficiency Exam
- Work full-time Monday through Friday
- Program Hours of Operation: 8:30 A.M. – 6:00 P.M.

Education/Training and Experience:

- B.A. Degree in Early Childhood Education, Child Development, or related field
- Site Supervisor Permit
- Program Director Permit (required if overseeing multiple sites)
- 2 years' experience in a children's center
- 7-Hour Health and Safety Training, and 1-Hour Nutrition Training (8 hours total)
- Current Pediatric First Aid Certificate and Pediatric CPR Certificate required

Physical:

Good physical condition; able to pass District required physical.

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to push and pull objects weighing up to 100 pounds
- Able to sustain strenuous manual labor for 3.75 hrs.
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion

- hip flexion and extension
- knee flexion

- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner
- Vision which allows accurate observation from a distance
- Able to perform non-violent crisis intervention procedures

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.