

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: EARLY CHILDHOOD SITE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instructional Services, assist in the management of staff and care, supervision and coordination of learning activities for children enrolled in the Early Childhood Development Center in accordance with school district policies and in compliance with state and federal regulations and those outlined by the licensing agency.

REPRESENTATIVE DUTIES:

- Administer and supervise the of early childhood programs in accordance with school district policies and in compliance with State and federal regulations, including those outlined by the licensing agency.
- Ensure a warm, caring, and stimulating environment for children to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.
- Recruit, select, supervise, and evaluate staff for the Early Childhood Development Center; schedule appropriate staffing to meet state guidelines and classroom ratios; supervise personnel to assure effective and smooth operation at program,
- Conduct regular staff meetings with all personnel; provide professional learning throughout the year.
- Serve as a resource in the identification, selection, and use of instructional materials, curriculum, and methodologies for an Early Childhood Development Center; plan, organize, and implement the daily program for the children ensuring it is at the appropriate age and developmental level of each child.
- Practice sound budgetary management. Prepare annual budget for program in coordination with district administrative personnel; monitor expenditures, receipts, fiscal reports and contract agreements of early childhood site.
- Conduct annual inventory of program materials; assure fair distribution and rotation of program materials.
- Conduct safety inspections of child care facility and oversee correction to safety problems.
- Manage daily attendance sheets for students and staff.
- Contact substitutes to cover for absences as needed; cover classes as necessary.
- Determine staff availability and staff schedule and support staff with preparation of program planning
- Collaborate with site administration to coordinate facility usage, safety and daily schedule.
- Organize and supervise children in playground activities in a safe manner;
- Maintain records and logs regarding children's schedule of activities, nutrition and health needs; communicate with parents regarding daily activities and/or concerns.
- Charge and discharge children; sign in and check out children to parents and guardians; check and verify proper identification according to established procedures; note special instructions provided by parents or guardians.
- Evaluate health of children; administer medication as directed; perform First Aid as necessary; contact parents as necessary; follow district and licensing agency health policy.

- Participate in the development, implementation, evaluation and maintenance of a quality Early Childhood Program; evaluate program goals, objectives and curriculum.
- Plan, organize, and implement the daily program for the children ensuring it is at the appropriate age and developmental level of each child.
- Assess and provide for the children's physical needs including cleaning, changing, toileting assistance, meals, and nap and rest supervision; assist children with the development of self-help skills.
- Create and maintain high levels of student, parent, and school satisfaction; involve parents and families in student activities; provide information and referral services as needed; plan and conduct parent meetings as assigned; explain policies, procedures, rules and regulations as needed.
- In conjunction with the Director of Maintenance, Operations and Facilities, ensure that facilities for the Early Childhood Development Center are safe, clean, and attractive.
- Perform routine clerical duties such as filing, duplicating and prepping instructional materials.
- Participate in meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.
- Work cooperatively with district and site personnel.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic needs and characteristics of early childhood education.
- Assist in the planning, organization and direction of an early childhood program.
- Oral and written communication skills.
- Principles and practices of managing a child care program.
- Applicable laws, codes, regulations, policies and procedures.
- Computer software applications for communication, research and data reporting.
- Principles and methods of child development.
- Proper evaluation methods.
- CPR and First Aid.

ABILITY TO:

- Assist in the administration and supervision of the child care programs in accordance with school district policies and in compliance with State and federal regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct, manage, train and evaluate the performance of assigned staff.

- Establish and maintain working relationships with faculty, staff, parents, community members and others.
- Conduct effective program evaluations.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in child development or closely related field and two years experience working with children in an organized setting. Child Development Supervisor Permit required, Program Director Permit preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid CPR and First Aid.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom and outdoor environment.
- Outdoor play area with climbing structures, sand, and riding toys.
- Driving a vehicle to conduct work.
- Noisy at times.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Bending at the waist, kneeling, crouching, and crawling to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Seeing to monitor student activities and behavior.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.
- Lifting children and heavy objects.

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Supervisory Salary Schedule