

CHILD CARE SUPERVISOR

DEFINITION

Under direction of Child Care Division Manager, assist with organization, promotion, conduction and supervision of a variety of Child Care Division programs; responsible for recruitment, hiring and training of part-time personnel; perform a variety of technical tasks related to assigned area of responsibility.

EXAMPLES OF DUTIES

Assist in the management, administration, organization and supervision of Child Care Division programs for preschool and school age groups; interface with staff and community groups to provide programs; assign, supervise and review the work of staff responsible for providing child care services; participate in the preparation and administration of the budget and monitor expenditures; prepare necessary reports and correspondence including statistical reports, memoranda, and evaluations; participate in departmental management meetings and maintain records; evaluate methods and techniques used by staff and volunteers; research and prepare proposals for new programs and perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of

Development, organization, implementation and evaluation of preschool and school age programs; program budgeting methods and procedures; recruitment strategies; contracts administration; principles of supervision; training and motivating techniques used for job improvement.

Ability to

Plan, organize, and manage Child Care Services Division programs; supervise, organize and review the work of program staff; communicate effectively with the public; keep and maintain necessary records; interview, hire and train program staff; prepare concise, clear reports, both orally and in writing; plan, recommend and administer operating budget; interpret and apply District policies and procedures.

Certificates

Possession of current First Aid and CPR cards.

Education

A.A. degree or B.A. degree (with major course work in Human Development or Education preferred).

Experience:

Four years of responsible professional preschool and/or school age program experience.

Physical Performance Requirements

Light: Standing or walking much of the time with some bending, stooping, squatting and twisting. Light lifting frequently involved.

Licenses

Possession of a valid California driver's license, if required.

Approved: September 26, 1995

Revised: July 1, 2002

Revised and Approved: February 14, 2012