

CHILD DEVELOPMENT SITE SUPERVISOR**POSITION DESCRIPTION – California State Preschool Program Children’s Centers:**

Under the supervision of the Child Development Direct Service Coordinator, the Site Supervisor assumes responsibility for implementation of high quality, comprehensive and developmentally appropriate early care and education program meeting the individual needs of young children and their families. The Site Supervisor will provide direct program oversight, children’s program implementation and coordination, including enrolling children and required reporting, staff supervision, and parent involvement activities. Additionally, they will develop and implement curriculum and daily activities, an effective learning environment, conduct child assessment and recordkeeping, and supervise and interact with young children. They will interact with children as a positive model and a facilitator of learning, promoting positive growth and development, a high quality children’s program, and support parents toward family health and stability.

EXAMPLES OF DUTIES: [May include, but not limited to the following.]

1. Oversee and implement a high quality early childhood education program to meet the developmental needs of individual children.
2. Engage children and provide instructional strategies to facilitate learning and optimal progress across the domains of development.
3. Coordinate, implement and maintain appropriate observation and record keeping to track individual children’s growth and development by conducting the Desired Results Developmental Profile process.
4. Coordinate curriculum development with staff, to provide a quality children’s program including group time, transitions, and learning activities.
5. Incorporate multi-cultural, anti-bias, and a development-based approach throughout instructional strategies and the curriculum.
6. Coordinate and integrate program elements including support service programs to effectively meet health, literacy, nutrition, social service, and parent support and involvement needs.
7. Link children and families to community resources as needed.
8. Oversee implementation of and conduct record keeping for the nutrition program.
9. Conduct parent conferences and create and maintain parental involvement and support.
10. Embrace and participate in supplementary support service programs.

QUALIFICATIONS: Knowledge of/Ability to:

1. Apply principles and practices supporting child development and high quality early childhood education.
2. Using effective instructional strategies, implement development based curriculum, including activities and experiences with integrated multi-cultural and anti-bias elements.
3. Oversee support staff, volunteers and parents in areas including: curriculum development, child growth and development, observation and portfolio assessment, and individualized program implementation.
4. Work and interact effectively with children and families from diverse populations, cultures and backgrounds.
5. Communicate and work cooperatively, effectively and collaboratively with all staff.
6. Demonstrate reliable, punctual, and stable working style in performance of assignments.
7. Display stability, tact, flexibility, respect, and support in interactions with children, parents, staff and the community.
8. How to insure children’s success and learning.

CHILD DEVELOPMENT SITE SUPERVISOR

9. Principles of confidentiality, collaboration and professionalism.
10. Understanding of diverse families and their needs and ways to support them.
11. Work productively with independent initiative.
12. Support families in their effort toward success and stability.
13. Participate as an integral member of Child Development Programs and Services.

Certification, Experience and Training:

1. Child Development Site Supervisor Permit or
2. Qualify for a Child Development Site Supervisor Permit by meeting attached Permit criteria.
3. One-year experience working directly with preschool age children and in supervision of staff, preferred.
4. Pediatric First Aide and CPR certified. (Required within 90 days of hire)

WORK ENVIRONMENT

Primarily works in indoor school or playground environment with furniture and equipment built to accommodate 3 year old and 4 year old preschool children.

PHYSICAL REQUIREMENTS:

Rarely (5%)

Ability to lift 40 pounds

Occasional (less than 25%)

Ability to stand for extended periods of time

Often (25 – 50%)

Ability to bend and twist, stoop, kneel, run and crawl

Ability to carry 25 pounds

Ability to work at a desk, conference table, or in meetings of various configurations

Very Frequent (76%)

Ability to see for purposes of reading printed matter and observing students

Ability to hear and understand speech at normal levels

Ability to operate office equipment

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

ATTACHMENT: Child Development Site Supervisor Permit

CHILD DEVELOPMENT SITE SUPERVISOR PERMIT**AUTHORIZATION**

A Child Development Site Supervisor Permit authorizes the holder to supervise a child care and development program operating at a single site, provide service in the care, development, and instruction of children in a child care and development program, and serve as a coordinator of curriculum and staff development in a child care and development program.

REQUIREMENTS**Option 1** [All of (a) through (e) below]

a) Complete an associate degree or 60 semester units
b) Completion of 24 semester units of course work in early childhood education or child development, **including** at least one three-semester unit course in each of the following core areas:

- Child/human growth and development
- Child, family, and community, or child and family relations
- Programs/curriculum

Either of the following may be used as partial fulfillment of the 24-semester unit requirement:

1. Supervised field experience may be used towards the overall 24-semester unit requirement as long as the course included both a field work and classroom component. The same field work course may not be used toward the experience requirement. Submission of a course description may be necessary, **or**
2. Possession of a Child Development Associate (CDA) Credential may be used as nine semester units of credit toward the overall 24 semester unit requirement.

c) Complete six additional semester units of course work in administration and supervision of child care and development programs. These units must be comprised of two courses: one introductory course and one advanced course, or two courses of different topical content.

d) Complete an additional two semester units of adult supervision course work

e) Complete 350 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. This experience must include at least 100 days of supervising adults in a child care and development program and must be verified by submitting an original letter from the employer on official letterhead.

Option 2 [All of (a), (b) and (c) below]

a) Complete a baccalaureate degree or higher

b) Complete 12 or more semester units of early childhood education or child development course work

c) Complete three semester units of supervised field experience in an early childhood education setting

Option 3 [All of (a), (b) and (c) below]

a) Possess a valid Administrative Services Credential authorizing service in California public schools

b) Complete 12 or more semester units of early childhood education or child development course work

c) Complete three semester units of supervised field experience in an early childhood education setting

Option 4 [All of (a), (b) and (c) below]

a) Possess a valid Multiple Subject Teaching Credential or a Single Subject Teaching Credential in Home Economics

b) Complete 12 semester units of early childhood education or child development course work

c) Complete three semester units of supervised field experience in an early childhood education setting