

DELANO UNION SCHOOL DISTRICT

Child Development Site Supervisor

Brief description of job:

Supervise single site program, provide instruction help coordinator curriculum and staff development.

Administrative Relationship:

Coordinator and/or Director of Child Development Services.

ESSENTIAL FUNCTIONS:

1. Ensures that staff know objectives of program, assist in planning and providing age appropriate activities in component areas of educational development; cognitive, physical, social, creative, health and nutrition, education as well as parent involvement.
2. Develops and implements conflict management and problem solving strategies for children, staff and parents.
3. Ensures a continuous evaluation of children's needs and regularly meets with appropriate staff to discuss the children.
4. Conducts parent conferences concerning progress of children.
5. Ensures that staff understands and uses authorized emergency and safety procedures, and universal health procedures.
6. Plans, attends and participates in scheduled center, committee, in-service, and parent education meetings.
7. Reviews and orders supplies and instructional materials.
8. Maintains up to date eligibility and attendance records on children and/or families.
9. Supervises and evaluates Aide, Assistant, Associate, Teacher, Master Teacher.
10. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- | | | | |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51.75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

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

3 b. Ability to stand for extended periods of time.

4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.

- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 1 g. Ability to lift at least 40 lbs.
- 1 h. Ability to carry at least 40 lbs.

TRAINING AND/OR CREDENTIALS:

A. Education:

Must hold an appropriate California Child Development Permit.
 AA (or 60 units) with 24 Early childhood Education (ECE)/Child Development (CD) units including core courses and 16 general education (GE) units; +6 units administration; +2 units adult supervision.

Alternative Qualifications: BA or higher with 12 units of ECE (Core Courses) +3 units supervised field experience in ECE setting. Teaching or Administrative credential with 12 units of ECE (Core Courses), +3 units supervised field experience in ECE setting.

B. Experience:

350 days of 3+ hours per day within 4 years, including at least 100 days of supervising adults.

C. Five Year Renewal Requirement:

105 hours of professional growth.

Employee: _____ **Date:** _____

Authorized Representative: _____ **Date:** _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.