

**CLASS SPECIFICATION**  
**Child Development Center Site Supervisor**

FLSA Status: Exempt  
EEOC Job Category: Officials and Administrators  
Union Representation: Unrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes, supervises and monitors the day-to-day activities and operations of an assigned Child Development Center (CDC) to ensure compliance with District, state, federal and NAEYC accreditation requirements; acts as Center liaison, advisor and resource person to staff, children, families, ECE faculty/students and the general public; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Child Development Center Site Supervisor performs responsible and varied work to oversee, coordinate, monitor and supervise the day-to-day activities and operations of a District Child Development Center that also functions as an ECE learning laboratory. Incumbents are responsible for ensuring a productive, safe and nurturing learning environment and to monitor and enforce compliance with District, state and accreditation requirements. To successfully carry out duties, an incumbent must demonstrate excellent communication and organization skills and an ability to regularly monitor and properly enforce District, state and accreditation requirements, requiring detailed technical knowledge of related laws, regulations, policies and rules. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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 similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual Child Development Center budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve Child Development Center and District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving Center and District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, coordinates, supervises and oversees the day-to-day activities and operations of a District Child Development Center site; coordinates, schedules and assigns staff to ensure adequate teacher/child staffing ratios as determined by licensing and accreditation requirements; supervises, monitors and observes activities of teachers, students, District ECE students/faculty, families and others to ensure compliance with District, licensing and accreditation requirements; identifies and appropriately resolves issues; conducts evaluations and completes ECERS (Early Childhood Environmental Rating Scale); plans, coordinates and oversees purchase and maintenance of appropriate inventory of budgeted supplies, materials and equipment for Center programs and operations.
5. Acts as Center/District liaison, advisor and resource person to staff, children, families, ECE faculty/students and the general public; partners and communicates regularly with parents/families to ensure the provision of consistent and culturally sensitive care and to promote interactive and ongoing relationships with parents and families; schedules and meets with parents to establish and update individual education plans and address special needs of children; oversees the conduct of and participates in parent conferences; provides community resource and referral information, as necessary; models developmentally appropriate practices for teachers, families, ECE students and others; assists staff with curriculum planning.
6. Promotes and publicizes assigned CDC programs and activities; represents District at community fairs/events and community meetings; conducts tours of CDC; organizes, plans, coordinates and holds parent breakfasts, meetings, open houses, new parent/family orientations and other special events.
7. Oversees and supervises assigned CDC meal/food program; reviews and makes modifications to vendor menus, as necessary; updates weekly meal counts and provides to vendor; monitors and oversees food inventory; ensures that menu is properly posted and that appropriate foods are available.
8. Designs, writes, develops, produces and/or distributes promotional and marketing materials, including newsletters, press releases, flyers, staff and family upcoming event calendars and forms; develops and writes reports and correspondence, including annual NAEYC accreditation report; participates in updating and revising staff and parent handbooks, staff rosters, substitute lists and other documents, as required.
9. Plans, coordinates and oversees maintenance and organization of a wide variety of Center records, files, data and other information to meet licensing, accreditation and District requirements; creates, maintains and updates filing systems; maintains, reconciles, enters and submits assigned staff attendance, leave and comp time; completes, compiles and forwards a variety of employment documents to Human Resources.
10. Coordinates and supervises the maintenance of CDC and classrooms to ensure a safe, secure and clean learning environment; regularly inspects facility, classrooms and equipment; identifies

maintenance and safety hazard issues; prepares work requests for maintenance and hazard repairs; performs or oversees performance of minor daily upkeep and cleaning of facilities; secures or oversees security of Center facility and equipment; plans and carries out required fire/evacuation drills.

#### **OTHER DUTIES**

1. Attends a wide variety of meetings, conferences, training sessions and workshops as required.
2. Plans, organizes and coordinates professional development and training and staff meetings.
3. Participates in enhancing District's child development programs; assists in planning and organizing summer school schedule; participates in developing and implementing infant care program; participates in development of and updates content of CDC website.
4. Reports suspected child abuse as required by law.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Functions, services, operations and activities of a CDC in a learning laboratory environment.
2. Practices and methods of instruction, care and supervision of toddler and preschool-aged children.
3. Concepts of child development and behavior patterns of toddler and preschool-aged children.
4. Federal, state and local laws, regulations and court decisions, District policies, procedures and practices and NAEYC and other accreditation standards and requirements applicable to assigned areas of responsibility.
5. Procedures and practices for ensuring classroom and playground safety.
6. Basic marketing and public relations practices and techniques.
7. Office administrative and management practices and procedures.
8. Principles and practices of sound business communication
9. Safety issues associated with Center use; CPR and first aid methods and procedures.
10. Principles and practices of effective supervision.
  
11. District human resources policies and procedures and labor contract provisions.

##### **Ability to:**

1. Plan, organize, coordinate and administer the operations of a Child Development Center and the work activities of Center staff.

2. Oversee the development and implementation of developmentally appropriate curriculum, lesson plans and instructional strategies to meet the needs of toddler and preschool-aged children.
3. Participate in developing, implementing and enforcing Center policies, procedures, rules and processes.
4. Ensure a safe, clean and secure learning environment in accordance with all regulations and requirements.
5. Observe and assess the effectiveness of CDC operations and activities and implement changes for improvement.
6. Maintain accurate, complete Center records; prepare clear, concise and comprehensive correspondence, reports and other written materials.
7. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
8. Respond tactfully, clearly, concisely and appropriately to inquiries from the public, parents/families ECE students or others.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with District management, administrators, staff, teachers, District ECE students and instructors, parents, children and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is meeting the minimum educational, training and work experience requirements of a CCTC-issued Child Development Permit for a Site Supervisor or above; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

A current Child Development Permit at the Site Supervisor level.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; uses hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and/or under intensive deadlines and interact with District management, administrators, staff, teachers, District ECE students and instructors, parents, children and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a child development center learning environment, and the noise level is occasionally moderately loud.