

College of the Redwoods

Position Description

Position: Child Development Center Site Supervisor	Position Number:
Department: Instruction	FLSA: Exempt
Reports to: Vice President, Student Services	Salary Grade: 122

Summary

Under the supervision of the Dean, Site Supervisor has primary responsibility for the effective operation of a campus-based, dual function child development program. Facilitates the implementation of appropriate early childhood education practices based on current theory and pedagogy and fulfills all contract and licensing obligations.

Essential Duties and Responsibilities

- Oversees the financial and educational operation of the Child Development Center.
- Supports the planning and execution of assessment of student and program learning outcomes. Assess the effectiveness of these outcomes. Based upon the outcome of assessment, implement changes in the area of responsibility.
- Monitors existing grants, completes appropriate reports to funding sources, and pursues other grants as appropriate.
- In collaboration with Early Childhood Education (ECE) faculty and CDC staff, plan and oversee implementation of a child-centered, developmentally appropriate curriculum for children that is based on the needs of the children as a group and on the individual needs and interests of each child and his or her family.
- In collaboration with the ECE and CDC staff, ensure the CDC philosophy, program and methods follow current educational guidelines and the pedagogy of the ECE Department.
- Is responsible for the orientation, supervision and evaluation of all CDC staff.
- Provide assistance to ECE Associates in their roles as mentors, trainers and evaluators of field placement students from the ECE Program and other disciplines.
- Ensure staffing patterns meet funding source requirements at all times. Plan staffing patterns to allow ECE Associates preparation time, staff breaks and meal periods.
- Ensure student employees, work study students, field placement students receive orientation, supervision, and evaluation
- Assess the training needs of staff and students working in the classroom; plan and implement appropriate staff training.
- Ensure that the ECE Associates plan and hold parent conferences each semester. Serve as convener of the Parent Advisory Committee. Plans and organizes parent education meetings in collaboration with ECE Associates. Communicates informally with parents.
- Act as resource to ECE Associates to ensure all children are assessed within the first 60 days of enrollment and six months afterwards.
- Assist ECE Associates in the use of authentic assessment and portfolio development and documentation required by state contracts. Oversees ongoing updating of child portfolios and all required paperwork
- Facilitate production of a bi-monthly parent newsletter, Staff Handbook, and Parent Handbook.

- Ensure classrooms and outdoor play areas are maintained in a clean, safe, child-centered manner.
- Ensure collaboration among all CDC staff in the implementation of the Child Care Food Program. Ensure all Child Care Food Program requirements are met.
- Enforce all licensing regulations, including the reporting of suspected child abuse or neglect. Oversee enforcement of the center's health and safety policies for children and staff by regular inventory and assessment of the facility, submission of appropriate work requests, scheduling, implementation, and documentation of fire and other emergency preparedness drills, and notification to parents, staff, and students of CDC Health and Safety Policies.
- With assistance from ECE Associates and CDC staff, complete the annual Program Review and Desired Results required by the California Department of Education, Child Development Division.
- Model professionalism by collaborating with and participating in local, state and national organizations and agencies in the ECE field working for quality enhancement of early childhood programs.
- Maintain working relationships with education and human services institutions, agencies and organizations to enable advocating effectively for children, families and staff.
- Effectively model the ability to make professional judgments based on the NAEYC "Code of Ethical Conduct and Statement of Commitment."
- Perform related duties as assigned.

Qualifications

Knowledge and Skills

Knowledge of:

- Demonstrated knowledge of National Association for the Education of Young Children (NAEYC) center accreditation criteria.
- Budget development and management.
- Grant writing.
- Staff training, supervision and evaluation.
- Current ECE theory, practice, pedagogy, and assessment.
- Basic child development and psychology.
- Current planning concepts, including constructivist early childhood education, project based curriculum, anti-bias curriculum, and Reggio Emilia Approach.
- Knowledge of adult learning.
- Title 5 – Child Development Division funding and program guidelines Desired Results
- Licensing requirements and child abuse reporting.
- Health and safety precautions and procedures.
- Child observation and evaluation techniques and their use in the development of child centered curriculum.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.
- NAEYC accreditation criteria and "Code of Ethical Conduct and Statement of Commitment."

Abilities

Ability to:

- Pass certification from the Community Care Licensing Agency (fingerprint process)

- Maintain currency in Site Supervisor or Program Director certification.
- Develop and monitor budgets and oversee expenditures within budgeted amounts.
- Pursue funding through grant writing.
- Implement current ECE theory, practice, pedagogy, and assessment in a child development laboratory setting.
- Articulate and adhere to the NAEYC “Code of Ethical Conduct and Statement of Commitment.”
- Empower children to construct their own knowledge about the world.
- Develop and maintain respectful, affectionate, positive relationships with children.
- Work collaboratively with CR College administrators, faculty, staff, parents and children.
- Work respectfully with adults and children from diverse populations, including but not limited to, ethnicity, ability, and social class.
- Maintain a healthy and safe environment.
- Offer advice and guidance to students who are learning to work with children.
- Pursue ongoing professional growth in the ECE field.
- Work independently.
- Plan and organize work flow to meet schedules and time lines.
- Effectively supervise adults in the ECE classroom and provide authentic evaluation of those adults.
- Lift equipment and children weighing up to 50 pounds.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Work confidently, professionally and with discretion.

Physical Abilities

Hearing and speaking to exchange information with staff, parents, and children. Bending at the waist, standing for extended periods of time. Vision to ensure child safety.

Education and Experience

An Associate of Arts Degree (or 60 units) with 24 early childhood education/child development units; **OR** BA degree with 12 units of early childhood education, plus 3 units supervised field experience in early childhood education setting; **OR** Administrative credential with 12 units of early childhood education, plus 3 units supervised field experience in early childhood education setting; **OR** teaching credential with 12 units of early childhood education, plus 3 units supervised field experience in early childhood education setting.

Licenses and Certificates

Current Site Supervisor or program director permit. Valid CA Drivers License.