

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Program Supervisor, Child Development Centers	Management Team Supervisory	Range: 10.5	Days: 226

## **JOB DESCRIPTION:**

Under direction, is responsible for day-to-day administration and operation of the Child Development Centers.

## **SCOPE:**

The Program Supervisor, Child Development Centers manages Child Care/Lab School Operations in the Infant, Toddler, & Pre-School classrooms; assists integration of lab school and child care components; and supports student teacher's on-site experience in conjunction with instructional faculty.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Provides supervision and coordination of child development program in the infant, toddler and preschool classrooms.
2. Assures compliance with funding, licensing, and accreditation requirements in cooperation with the Director, Early Childhood Education.
3. Develops and implements operating policies and procedures with the Director, Early Childhood Education.
4. Oversees infant toddler classrooms to ensure implementation of PITC philosophy and practices in conjunction with PITC trainer/coordinator.
5. Supervises all Child Development Center staff including site supervisor, master teachers, teachers, assistants, substitutes and student employees and recommends staffing needs to the Director, Early Childhood Education.
6. Oversees the use of the observation rooms by child development students, other departments, and community programs and use of the classrooms by child development classes.
7. Enrolls and certifies families in the Child Development Program.
8. Oversees food service and child care food program, prepares monthly reports.
9. Plans for renovation and repairs and coordinates daily incidental maintenance responsibilities to ensure safe and healthy environment.
10. Assists Director, Early Childhood Education to provide data for budgets, attendance/enrollment projections and funding reports.

## **PROGRAM SUPERVISOR, CHILD DEVELOPMENT CENTERS**

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11. Oversees parent program such as: newsletter, on-site crisis management, conferences, parent meetings, parent handbook, library and resource and referrals.
12. Oversees expenditures for equipment, supplies and staff costs.
13. Plans staff development program for child development staff.
14. Supervises health component for the programs including child assessments, immunizations, illness and medication policies, and health and safety practices.
15. Represents child development centers at department meetings, advisory committee meetings and SRJC events.
16. Maintains relationships with and serves as a resource to community agencies and other child development programs.

### **KNOWLEDGE OF:**

1. Issues and theories of Child Development, relevant regulations including: Title 5, Title 22, SDE funding terms and conditions, Child Care Food Program, issues related to the support of student parents.
2. Campus Child Care issues, ADA, OSHA, Public Playground Safety Regulations, California School Accounting Manual.
3. Interpreting and enforcing faculty and classified collective bargaining contracts.
4. Program review and evaluation processes.

### **ABILITY TO:**

1. Supervise diverse staff.
2. Manage budget.
3. Design and implement developmentally appropriate curriculum.
4. Organize and effectively communicate with a diverse group of parents, including an "at-risk" population.
5. Work effectively with faculty and student teachers.
6. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

## **PROGRAM SUPERVISOR, CHILD DEVELOPMENT CENTERS**

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*Education:*

A Child Development Program Director Permit is required. Bachelor's in a related field is preferred.

Certified Trainer Program for Infant Toddler Caregivers.

*Experience:*

Experience directing a child development program funded through the Child Development Division, State Department of Education.

**SUPERVISION RECEIVED:**

The Program Supervisor, Child Development Centers reports to the Dean, Early Childhood Education.

**SUPERVISION EXERCISED:**

The Program Supervisor, Child Development Centers supervises a site supervisor, master teachers, child care teachers, child care assistants, substitutes and student employees as assigned.

Board Approved: July 16, 2008