

## ORANGE UNIFIED SCHOOL DISTRICT

### CHILD CARE SUPERVISOR

#### DEFINITION

Under direction, to plan, organize, coordinate, and supervise the operational functions of the Child Care Program; to plan, organize, develop, develop, and maintain child care program, curriculum and instruction offerings designed to meet the needs of the Child Care Program participants; to review, monitor, and audit Child Care Program staff functions and activities in maintaining a supportive and safe care and learning environment; and to do other related work as directed.

#### DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise common to public school child and early childhood education knowledge and skills. Responsible and directly related experience is required to perform problem analysis using widely prescribed principles and concepts. The position classification performs decision analysis processes and makes decisions of considerable consequence, requiring the application of data, facts, procedures, and policies. The incumbents meets frequently with school administrators, child care staff, and parents to communicate information, data, and alternative problem solutions. This position classification performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, providing oral information, and handling and working with care, instructional and health assessment materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### ESSENTIAL DUTIES

- Plan, organize, and develop programs for the care and educational programs to meet emotional, physical, social, and intellectual needs of Child Care participants.
- Review, monitor and supervise the functions and activities of the Child Care staff to ensure that care and educational instructional standards are maintained.
- Analyze, evaluate, and recommend adaptations and revisions to operational standards and guidelines to ensure adherence to legal and policy mandates and regulations.
- Inspect, review, and monitor the facility, ground areas, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained.
- Confer with Child Care personnel regarding participant care and instructional objectives, and develop report processes to parents concerning child progress.
- Participate in staff development and in-service and orientation programs.
- Plan, organize, and monitor the performance of the Child Care staff and provide technical evaluation information and reports.
- Plan, organize, and maintain a process that systematically receives participation fees to ensure compliance with operational guidelines, and appropriate financial record management.
- Assist in the budget planning expenditure control process.
- Perform a variety of personnel management functions, including assisting in the recruitment and selection process, record management and time reporting.

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- Plan, organize, and conduct a variety of public relations related activities, including the development of Child Care information bulletins, newsletters, and in making presentations to various community groups concerning the Child Care Program.

**QUALIFICATIONS**

Knowledge of:

Methods, techniques, legal mandates, and strategies pertaining to the Child Care programs;  
Child growth and development principles and theories;  
Instructional goals and objectives related to child care and early childhood education;  
Planning, organization, and management principles, strategies, techniques, and methods;  
Behavior management and shaping methods, strategies, and techniques;  
Educational materials, supplies, and equipment typically utilized in a Child Care Program;  
Safe working methods and procedures.

Ability to:

Plan, organize, and supervise an effective and efficient child care and instructional program for Child Care participants;  
Provide effective learning activities for children experiencing a wide range of socio-economic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity;  
Effectively assess the educational needs of children, and design and supervise the implementation of appropriate and sound child care educational plans and activities;  
Plan, organize, and conduct operational procedures in an effective and efficient mode;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience in an instructional capacity in a child care, preschool or early childhood education program, plus one year of service as a lead teacher or supervisor in a Child Care Program.

Education:

Equivalent to the completion of an Associate of Arts or higher degree, with an emphasis in child care and early childhood education at an approved and accredited educational institution.

**Certification Requirement**

Possession of a California certificate authorizing service as a supervisor of a Child Care Program.  
Possession of an American Red Cross First Aid certificate, including CPR training.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.