



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **SITE SUPERVISOR – CHILD DEVELOPMENT CENTER**

### **NATURE OF THE POSITION**

Under the supervision of the Vice President of Instructional and Student Services, plan, organize, coordinate and implement the operations and activities of the District's Child Development Center programs and classes; provide classroom support, training activities and technical assistance to meet program needs and enhance early childhood education services; train, supervise and evaluate the performance of assigned personnel.

### **DUTIES AND RESPONSIBILITIES**

1. Plan, organize, coordinate and implement the operations and activities of the District's Child Development Center programs, services and classes; guide and supervise students in observations and projects related to credit courses at the Child Development Center; ensure classroom activities comply with established guidelines, standards, requirements, policies and procedures Assisting with the development, recruitment, planning and coordination of industry advisory groups and their members.
2. Coordinate and secure resources, personnel and communications to ensure smooth and efficient instructional activities; resolve program and classroom issues and conflicts in a proper and timely manner.
3. Serve as a technical resource to personnel, families and others concerning child development programs and curriculum; respond to inquiries and provide detailed and technical information concerning related standards, guidelines, requirements, practices, procedures and techniques.
4. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to ensure compliance with established standards, requirements and procedures.
5. Provide registration services to facilitate child enrollment in assigned programs and classes; review, verify and evaluate program applications; approve child enrollment as appropriate.
6. Provide technical support and classroom assistance to enhance faculty and personnel understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies related to early childhood education.

7. Supervise students with planning and classroom activities and evaluate student interaction with children and personnel; schedule teacher hours and provide substitute services during absences.
8. Confer with personnel, parents, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns related to child development programs and State preschool and classroom functions.
9. Compile and evaluate enrollment and attendance data for assigned programs and classes; monitor and calculate Average Daily Attendance and prepare related reports and statistics including monthly individual child expenditures.
10. Develop preliminary budget for the Center; maintain fiscal, attendance and pupil personnel records for the Center, including supervision of registration, collection, donation and deposit of parent fees; manage approved budget.
11. Prepare and maintain various records, reports and files related to child development programs, families, enrollment, attendance, personnel and assigned activities; prepare reports and records required by the District, local, State or national regulatory agencies.
12. Assist in the selection and recommendation of employment of Center personnel; supervise and evaluate performance of assigned personnel including tutors and student workers.
13. Coordinate and conduct personnel training and personnel development activities for program and State preschool personnel; prepare and deliver oral presentations; conduct orientations for new personnel; disseminate related learning and informational materials to personnel.
14. Monitor and assess program and classroom services and activities for educational effectiveness and operational efficiency; assist in the development and implementation of policies and procedures to enhance the educational effectiveness and operational efficiency of programs and services.
15. Certify payroll reports for teaching, classified, temporary and student hourly personnel assigned.
16. Conduct and attend weekly personnel meetings; provide in-service and personnel development activities; develop, chair and conduct Advisory Committee meetings participate in Instructional Child Development Program meetings; coordinate the maintenance of Center facilities.
17. Develop State and federal grants related to child development.
18. Assist in the selection, orientation, scheduling, supervision and evaluation of student workers.
19. Assist with the publicity and promotion of the Child Development Center Program.
20. Prepare orders for supplies, equipment, and repairs; maintain inventory each semester.
21. Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
22. Attend and conduct various meetings as assigned; represent child development programs at community meetings and events as directed.
23. Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

1. Planning, organization, coordination and implementation of the operations and activities of the District's Child Development Center programs and classes.
2. Principles, practices and procedures involved in providing care and learning activities to preschool-age children.
3. Principles of child development and early childhood education.
4. Educational programs, services, standards, requirements and procedures related to early childhood education.
5. Curriculum standards, interpretation and application in early childhood education programs.
6. Instructional techniques and strategies related to assigned programs.
7. Local, State and federal standards and requirements governing early childhood education programs.
8. Policies and objectives of assigned programs and activities.
9. Record keeping and report preparation techniques.
10. Oral and written communication skills.
11. Principles and practices of supervision and training.
12. Interpersonal skills using tact, patience and courtesy.
13. Operation of a computer and assigned software.
14. Public speaking techniques.
15. Applicable computer operation, assigned software and data entry devices.

### **ABILITY TO:**

1. Plan, organize, coordinate and implement the operations and activities of the District's Child Development programs and classes.
2. Provide technical support and classroom assistance to enhance faculty and personnel understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies related to early childhood education.
3. Train, supervise and evaluate the performance of assigned personnel.
4. Coordinate and conduct personnel training and personnel development activities for CDC personnel.
5. Serve as a technical resource concerning child development programs and related standards, guidelines, requirements, practices, procedures and techniques.
6. Compile, evaluate and maintain enrollment and attendance data for assigned programs and classes.
7. Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Meet schedules and timelines.
11. Plan and organize work.
12. Operate a computer and assigned software.
13. Prepare and maintain various records and reports related to assigned activities.
14. Communicate clearly and effectively both orally and in writing.

## **MINIMUM QUALIFICATIONS**

1. Associate's degree in a related field from an accredited college or university.
2. Two years of teaching and/or administrative experience in a Child Development Center program.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

## **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

1. Valid California State Children's Center Instructional Permit with Supervision authorization.
2. Valid California Class C driver's license.
3. Valid CPR and First Aid certification.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office and childcare environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

## **CLASSIFICATION/SALARY**

1. This is a Management position.
2. Row 1 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.
4. This position is contingent upon continued categorical funding.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*