

**Child Development Center Site Supervisor**  
**Cerro Coso Community College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Under general direction of the Child Development Center Program Manager, the Child Development Center Site Supervisor manages a child care and development center program operating at a site with the following major responsibilities: to provide quality service in the care, development, and instruction of preschool children and infants in a child care and development center program; to promote and implement the philosophies of the College child development program; and to provide leadership for center staff, families and students.

## **Examples of Duties**

1. Provide first-line supervision of a Child Development Center site including assigned personnel.
2. Supervise assigned staff including the assignment of duties and responsibilities, monitor and review work activities to assure appropriate training is provided; evaluate the performance and participate in the screening and selection process of Center employees, student interns, and lab students.
3. Conduct classroom visits for the purpose of observing classroom activities and provides feedback and consultation to staff.
4. Develop training plans for site.
5. Participate in the planning, development, and management of the budget; identifies material and equipment needs for site.
6. Maintain knowledge of relevant and current State, federal, and District policies and regulations, and assures that site operations and personnel are in compliance.
7. Plan and schedule staff to assure coverage in accordance with applicable regulations and efficient use of personnel.
8. Confer with site teaching staff regarding significant and/or sensitive child development or behavior problems or family issues; recommend methods to resolve or resolves problems on own.

## Examples of Duties

9. Regularly inspect site facilities for health safety, fire, and occupancy violation and take corrective actions as needed.
10. Coordinate food service for site.
11. Prepare detailed reports as required.
12. May perform intake and registration tasks.
13. Perform related duties as assigned.

## **Qualifications**

### Minimum Qualifications:

- Bachelor's degree from an accredited college/university, preferably in early childhood education or equivalent.
- Possession of, or eligibility to obtain and retain, a Child Development Site Supervisor Permit issued by the California Commission on Teacher Credentialing.
- Three years experience in working with children in an organized setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of CDC children and families

### Desirable Qualifications:

- Completion of pediatric CPR and first-aid training through an accredited or approved program.
- Possession of a current pediatric CPR and first-aid certificate.

## **Knowledge and Abilities**

### Knowledge of:

- Contemporary issues of early childhood education programs, practices, and techniques.
- Current and best practices for inclusive early childhood education settings Instructional and tutorial techniques.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience, and courtesy.

### Knowledge and Abilities (continued)

- Relevant federal and State regulations and District policies and procedures.
- Health and safety regulations.
- Personnel and budget management.

### Ability to:

- Maintain a satisfactory level of progress toward the Professional Development requirement for Permit renewal.
- Train, supervise, and evaluate personnel.
- Exercise leadership and maintain good working relationships with faculty, students, and staff.
- Effectively communicate orally and in writing.
- Oversee the preparation and presentation of age and developmentally appropriate lesson plans and outlines.
- Maintain a children's center in a safe, clean and orderly condition.
- Perform short-and-long-range budget, financial and operational planning.
- Work collaboratively and productively with faculty, students, administrators, support staff, and the community.
- Effectively work within a system of participatory governance.
- Facilitate change in a productive and positive manner.
- Foster teamwork and to establish consensus.

## **Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1  
Occasional—25-50 percent = 2

Often—51-75 percent = 3  
Very Frequent—76 percent and above = 4

Working Conditions (continued)

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**Status/Rationale**

This is a managerial/supervisory position.

**Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)