VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHILD DEVELOPMENT CENTER SUPERVISOR

BASIC FUNCTION:

Under the direction of a dean, a Child Development Center Supervisor plans, develops, directs, and implements the activities of a Child Development Center to meet the needs of the families served and the Child Development instructional program and its students.

REPRESENTATIVE DUTIES:

Plan, develop, direct, and implement a program of activities that contributes to the care, growth, and development of toddler and pre-school children and that provides a model for Child Development students that promotes growth and development of children. E

Supervise Center personnel including student workers; recruit and select student workers; create and maintain staffing ratios according to regulatory agencies; maintain staff work records. E

Recommend, maintain, and develop operating procedures according to the applicable laws and regulations; update staff handbook in accordance with accreditation criteria, where applicable, and program guidelines. E

Conduct audit activities in preparation for annual accreditation review by the National Association for the Education of Young Children (NAEYC) if applicable at the college. E

Ensure maintenance of a physical environment to conform to applicable standards of health and safety; ensure compliance with State licensing regulations. E

Process personnel clearances for fingerprints and child abuse index. E

Establish and maintain enrollment and attendance records; enroll children and fill vacancies as necessary. E

Determine fee structure for services; compute and distribute information regarding child care fees; collect fees and record receipts. E

Develop, analyze and monitor budget; maintain records of income and expenditures, and prepare related reports. E

Ensure timely and informative communication between the Child Development Center staff, college faculty, parents, and others; initiate and prepare publicity and correspondence; plan and participate in Center, College, and related community events and meetings; attend parent/teacher conferences and meetings. E

Work with small and large groups of children in a variety of age appropriate activities such as creative arts, mathematics, perceptual motor skills, science, language and social studies, both indoors and outdoors according to planned schedules. E

Revised April 2011
Established November 1998
Assist children with hygiene procedures as necessary; observe and evaluate health needs of children and take appropriate action. 

Administer first aid and CPR as necessary.

Implement procedures for limiting the spread of infectious disease; implement disaster preparedness measures and emergency procedures; train staff and conduct emergency drills as required.

Initiate purchase orders and authorizations; purchase supplies; select and order instructional materials and equipment.

May evaluate grant opportunities and write grant proposals.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

- Principles of child psychology and development, including current theories of early childhood education
- Principles and practices of curriculum planning for toddler and pre-school child development program
- State and local laws and regulations pertaining to operating a child development center
- Program standards set by the National Association for the Education of Young Children
- Methods of observing, evaluating and recording child behavior
- Principles and practices of supervision and training
- Safety precautions and procedures
- Health, nutrition, safety, childhood infectious diseases
- Local organizations and community services
- Record-keeping techniques
- Child development instructional program philosophies and requirements

**ABILITY TO:**

- Apply theoretical concepts of child development
- Design appropriate physical and social environments for young children
- Plan, develop, direct and implement a child development program for toddlers and pre-school children
- Prepare evaluations of children, staff, and overall program quality
- Interact with children and adults in an effective manner
- Maintain a healthy and safe environment
- Work independently with little direction
- Establish and maintain effective working relationships with others
- Maintain records and prepare reports
- Communicate effectively, both orally and in writing
- Train and supervise personnel
- Develop and monitor budgets
- Use a variety of office equipment
Analyze situations accurately and adopt effective courses of action
Plan and organize work to meet schedules and timelines
Administer emergency first aid and CPR

EDUCATION AND WORK EXPERIENCE:

Any combination equivalent to:

Education: A bachelor’s degree from a recognized college or university with major course work in childhood development, education, or a related field.

Experience: Five years of increasingly responsible experience in an early childhood setting, including one year of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

California Child Development Center Site Supervisor Permit
Valid first aid and cardiopulmonary resuscitation (CPR) certificates from a nationally recognized sanctioning organization
Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

Laboratory school or child development center

PHYSICAL ABILITIES:

Lifting and carrying heavy objects
Bending at the waist, kneeling or crouching
Seeing to observe children and students
Hearing and speaking to communicate with children and parents
Standing for extended periods of time
Dexterity of hands and fingers to prepare and maintain records and make correct changes
Sitting on the floor