



PALO VERDE COMMUNITY COLLEGE DISTRICT

SITE SUPERVISOR – CHILD DEVELOPMENT CENTER

NATURE OF THE POSITION

Under the supervision of the Associate Dean of Instructional and Student Services, the Site Supervisor plans, organizes, coordinates, and implements the operations and activities of the District's Child Development Center programs and classes; provides classroom support, training activities, and technical assistance to meet program needs, and enhances early childhood education services; trains, supervises, and evaluates the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plans, organizes, coordinates, and implements the operations and activities of the District's Child Development Center programs, services, and classes; guides and supervises students in observations and projects related to credit courses at the Child Development Center; ensures classroom activities comply with established guidelines, standards, requirements, policies, and procedures. Assists with the development, recruitment, planning, and coordination of industry advisory groups and their members.
2. Coordinates and secures resources, personnel, and communications to ensure smooth and efficient instructional activities; resolves program and classroom issues and conflicts in an appropriate and timely manner.
3. Serves as a technical resource to personnel, families, and others concerning child development programs and curriculum; responds to inquiries and provides detailed and technical information concerning related standards, guidelines, requirements, practices, procedures, and techniques.
4. Trains, supervises, and evaluates the performance of assigned personnel; interviews and recommends employees for selection, transfers, reassignment, disciplinary actions, and terminations; assigns employee duties and reviews work to ensure compliance with established standards, requirements, and procedures.
5. Provides registration services to facilitate child enrollment in assigned programs and classes; reviews, verifies, and evaluates program applications; approves enrollment of children as appropriate.
6. Provides 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. Supervises students with planning and classroom activities and evaluates student interaction with children and personnel; schedules teacher hours and provides substitute services during absences.
8. Confers 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. Compiles and evaluates enrollment and attendance data for assigned programs and classes; monitors and calculates Average Daily Attendance and prepares related reports and statistics including monthly individual child expenditures.
10. Develops preliminary budget for the Center; maintains fiscal, attendance, pupil, and personnel records for the Center, including supervision of registration, management of approved budget, collection of donations, parent fees and the deposits of fundraisers money.
11. Prepares and maintains various records, reports, and files related to child development programs, families, enrollment, attendance, personnel, and assigned activities. Prepares reports and records required by the District, local, State, or national regulatory agencies.
12. Coordinates and conducts personnel training and professional development activities for program and State preschool personnel; prepares and delivers oral presentations; conducts orientations for new personnel; disseminates related learning and informational materials to personnel.
13. Monitors and assesses program and classroom services and activities for educational effectiveness and operational efficiency; assists in the development and implementation of policies and procedures to enhance the educational effectiveness and operational efficiency of programs and services.
14. Certifies payroll reports for teachers, classified employees, student workers, and all assigned personnel.
15. Conducts and attends personnel meetings; provides in-service and personnel development activities; develops, chairs, and conducts Advisory Committee meetings; participates in Instructional Child Development Program meetings; coordinates the maintenance of Center facilities.
16. Develops State and federal grants related to child development.
17. Conducts the publicity and promotion of the Child Development Center Program.
18. Prepares orders for supplies, equipment, and repairs; maintains inventory each semester.
19. Operates a variety of office equipment including a copier, fax machine, computer, and assigned software.
20. Attends conferences, trainings, and workshops; implements best practices from conferences and trainings; represents child development programs at community meetings and events as directed; drives a vehicle to conduct work.
21. Performs 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 procedures 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 Child Development 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.

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14. Communicate clearly and effectively both orally and in writing.

MINIMUM QUALIFICATIONS

1. Associate's degree from an accredited college or university with major coursework in Child Development, Early Childhood Education, Human Development, or related field.
2. Two (2) years of teaching and/or administrative experience in a Child Development Center program.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, sexual orientation, disabilities, and socio-economic backgrounds.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Hold and maintain a valid California Child Development Site Supervisor Permit, or higher, with Supervision authorization.
 - Requirements for permit can be found at: <https://www.ctc.ca.gov/credentials/req-child-dev>
2. Hold and maintain a valid CPR and First Aid certification.
3. Valid driver's license.

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 Classified Management position.
2. Row 1 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District 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.