



Position Description

Position: Child Development Center Program Supervisor	Position Number: 446501
Department/Site: Child Development Center	FLSA: Exempt
Evaluated by: Director of the Child Development Center	Salary Range: 10

Summary

Under the general direction of the director of the child development center, position of child development center program supervisor, provides direct supervision to and support of the teaching staff.

Essential Duties and Responsibilities

- Schedule, supervise, counsel, mentor and evaluate staff.
- Manage classroom paperwork (i.e., lessons plans, payroll documentation, children's profiles and files, etc.).
- Purchase and monitor inventory, staying within a set budget.
- Provide leadership for the Child Development Center when the director is absent.
- Assist with state evaluation processes.
- Assist with national accreditation processes.
- Create and submit reports as needed.
- Create and facilitate parent education workshops.
- Create and facilitate staff meetings, trainings, workshops, in-services, etc.
- Plan and implement program improvement processes.
- Work with teaching team and parents to resolve issues.
- Represent the Child Development Center at on and off campus meetings.
- Participate in appropriate college and community activities.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge policies and procedures, general work practices and techniques used in the Child Development Center.
- Knowledge of legal requirements for the Child Development Center (i.e., Titles 5 and 22).
- Knowledge of modern supervision techniques appropriate to a child development program.
- Knowledge of modern office equipment and computer applications.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.



Position Description

- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Supervise, coach and manage assigned Child Development Center teachers and staff.
- Promote the mission and goals of the Child Development Center.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of a valid children's center instructional permit, master teacher level or higher. Master's degree in early childhood education or related discipline is preferred.

Licenses and Certificates

- May require a valid driver's license. Valid CPR, First Aid certificate.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.