

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SITE SUPERVISOR – INFANT TODDLER – CHILD DEVELOPMENT CENTER

BASIC FUNCTION:

Under the direction of an assigned Dean, operate a Child Development Center for children; provide a quality child care program for children and Early Childhood Education student teachers.

REPRESENTATIVE DUTIES:

Plan, develop and implement a program of activities that contribute to the care, growth, safety and development of children; assist small groups of children follow established daily schedule of developmentally appropriate activities. (E)

Train, schedule and provide work direction to Center personnel and student workers; advise and assist ECE and work study students in planning and implementing activities for children; provide input to student progress as requested by instructors. (E)

Provide a quality child care program for children and Early Childhood Education student teachers; prepare lesson plans; compile resources and materials. (E)

Assure maintenance of a physical environment that conforms to the State Department of Social Services licensing standards of health and safety; conduct Center inspections to assure compliance. (E)

Communicate with parents, staff and administrators related to Center operations and student progress; discuss issues or concerns with parents as necessary. (E)

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Enroll children; record attendance; compute bills for attendance and send to Business Office for processing. (E)

Conduct regular staff meetings; prepare and submit reports as directed. (E)

Maintain inventory of instructional supplies and order as needed. (E)

Prepare and maintain handbook of Center programs and policies for parents and lab students. (E)

Related duties as assigned.

KNOWLEDGE OF:

Child development and psychology.

Early childhood and nursery school education and related curriculum.

Applicable State Department of Social Service licensing regulations.

Teaching methods and techniques.

Recording-keeping techniques.

Health and safety regulations.

Oral and written communication skills.

Infant and child CPR.

Basic pediatric first aid.

ABILITY TO:

Operate a day care center for children.

Provide a quality child care program for children and Early Childhood

Understand and follow oral and written instructions.

Work cooperatively with others.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Train and provide work direction and guidance to others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree including 24 ECE units equivalent to Child Care Practice; Child Family and Community and Child Growth and Development; Infant Care and two years experience in a child care program, including two (2) units in adult supervision and six (6) six units in administration of a children's center.

LICENSES AND OTHER REQUIREMENTS:

Site Supervisor Permit.

Meet requirements for staff as outlined in Title 22, Division 2, Subdivision 4 of the California Administrative Code.

ENVIRONMENT:

Large, self-contained children's center environment.

Outdoor play area with climbing structures, sand, and riding toys.

PHYSICAL ABILITIES:

Lifting children and moderately heavy objects.

Bending at the waist.

Kneeling.

Crawling.

Seeing to observe infants and toddlers.

Hearing and speaking to exchange information.

Standing for extended periods of time.