

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Student Teen Educational and Parenting Support (S.T.E.P.S.) Early Childhood Development Site Supervisor

**DEPARTMENT/DIVISION:** Educational Services

**POSITION SUMMARY:** Under general supervision of the S.T.E.P.S. Counselor, a S.T.E.P.S. Early Childhood Development Site Supervisor is responsible for the supervision, instruction and management of a District early childhood development center. The Site Supervisor oversees the daily tasks at the center and gives direction to the staff working in the center along with assisting in other duties related to the operation of the center as necessary. The Site Supervisor is responsible for the overall administration and management of a District early childhood development center, and maintains student records, child health records and files. This position provides direction and guidance to other infant/child care personnel, teen parents and R.O.P. students, assists in providing an integrated child care curriculum, and assists with daily infant/child care. Daily work schedule may vary according to program needs and staffing. This is a ten month position.

### **ESSENTIAL FUNCTIONS:**

1. Selects and schedules daily activities for infants and children that build self-esteem, physical skills, language development, social interactions and fine motor skills while fostering independence.
2. Plans and executes instructional programs for infant/toddlers, preschoolers, middle and high school pregnant students, student-parents, and ROP students.
3. Inspects center facilities, makes necessary changes, and notifies the Maintenance Department when repairs are needed to maintain facilities in good working order.
4. Establishes procedures to conduct fire drills in order to train students and personnel in effective and safe evacuation plans.
5. Provides emergency preparedness training to staff and establishes emergency procedures.
6. Establishes procedures and trains staff for children's daily health checks, control of communicable diseases, and head lice. Maintains accurate and current emergency information for each child.
7. Receives folders and does follow-up with parents until all required information is complete, after program coordinator secures initial information on enrollment. Has the final responsibility for maintaining children's required information on file during enrollment.
8. Keeps confidential files and follows up with medical and other agencies until results are obtained on referrals.
9. Supports parents during parenting classes and labs.
10. Assesses children's development using the Desired Results Profile tool.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written direction; read and write at a level sufficient to fulfill the duties to be performed for the position described. Must be a minimum of 18 years of age and have a high school diploma or equivalent. Must hold an Associate of Arts ("A.A.") degree from a regionally accredited college or have 60 semester units. Units must meet subject matter requirements defined by State licensing organizations and Cal-SAFE. Must hold and maintain a "Site Supervisor Permit" in

accordance with criteria established by the California Department of Education. Must possess or be willing to obtain within 30 days a current Infant and Child first aid and Infant and Child CPR certificate. Must provide documentation of 15 hours of Health and Safety training as required by Community Care Licensing. Must hold, or be able to obtain, any additional permits and/or credentials as required by applicable law or governing agency. Must have a valid California driver's license and pass District proficiency test.

### **SKILLS AND QUALIFICATIONS:**

1. Ability to plan, implement and supervise a daily program to ensure developmental, physical, social, emotional, cognitive, creative and educational needs of the program participants are met; conduct appropriate developmental and portfolio assessments, and maintain current records for each child.
2. Ability to maintain appropriate program schedule and staffing to ensure the required adult/child ratio and parent participation.
3. Ability to provide orientation and assistance to staff members, student assistants and teen parents.
4. Attend program meetings, District in-services, workshops and Child Development functions.
5. Implement the Program for Infant Toddler Care ("P.I.T.C.") model and participate as a primary caregiver to assigned group of children.
6. Implement the Infant/Toddler Environment Rating Scale. If improvement is needed, an action plan will be developed with assistance from staff.
7. Provide a meal supplement to all pregnant and lactating teens, and maintain a daily log of supplements.
8. Able to drive the STEPS vans to transport teen parents and their children, and assist in coordination of transportation services.
9. Coordinates the orientation, supervision and evaluation of R.O.P. students.
10. Able to develop, implement and conduct training and staff development activities for personnel concerning Child Development and related early childhood education services, and orient staff to acceptable practices, principles, standards, guidelines, requirements, procedures and techniques.
11. Ability to implement program activities and services that meet the cultural, linguistic, and other special needs of the children and families being served.
12. Provide continuity of care where children are able to experience a stable, long-term relationship not only with their caregiver but also with each other.
13. Ability to greet, assist and confer with teen parents during child pick-ups and drop-offs; advise and provide information to parents regarding nutrition, basic health care and social assistance as needed.
14. Ensure the facility conforms to licensing requirements and regulations.
15. Assists with menu planning and meal prep for the children, and ensures that all appropriate requirements and needs are met in food preparation, storage and menu planning.
16. Confer with parents concerning children needs; resolve child, staff and parent issues and conflicts in a proper and timely manner.
17. Recognize early signs of illness in infants and children and the need for professional assistance.
18. Uphold confidentiality of parent and child information.
19. Attend local or out of town meetings as requested by program coordinator.
20. Serve as program coordinator's designee.
21. Performs the same duties as other staff including diapering and feeding the children.

## **PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 40 pounds for short distances.
9. Lift and/or carry up to 40 pounds at waist height for short distances.

## **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in various weather conditions in an infant/toddler environment or standard office and/or classroom setting, and come in direct contact with District staff, students, parents and representatives from local community agencies.

Salary Range: 36

Board Approved: June 28, 2011