

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: EXTENDED DAY CARE CENTER SUPERVISOR

BASIC FUNCTION:

Under the direction of the site Principal and District Office Administrator, plan, organize and direct the operation of the Day Care Center, supervise the Center's employees, plans and supervises.

DISTINGUISHING CHARACTERISTICS:

Supervision: Principal and District Office Administrator
Internal Contacts: Children, Staff, and other District Personnel
External Contacts: Parents and Public

REPRESENTATIVE DUTIES:

1. Design, plan, direct and participate in all activities of the Day Care Center.
2. Direct, schedule and supervise the work of the Center's employees and arrange for substitutes as needed.
3. Plan the educational program and supervise a responsive environment for the optimum growth and development of school age children.
4. Maintain regular accounting procedures for all income and expenditures, as well as equipment and supply inventories.
5. Handle student enrollment procedures, collect enrollment fees and tuition charges and regularly handle cash flow.
6. Maintain an active public relations program to promote enrollment and communicate the activities of the Extended Day Care Center.
7. Maintain a regular system of parent-school relationships and plan for the orientation of parents to Center policies and procedures.
8. Assure that the Center is in compliance with all required health and safety regulations.
9. Assist in the selection of staff members and evaluate their performance.
10. Schedule regular staff meetings and provide inservices.
11. Act as liaison between district personnel, principal and staff.
12. Perform other related duties as assigned.

Extended Day Care Center Supervisor continued

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations and daily practice of operating a children's extended day care facility
Accounting procedures and related business functions and district rules and policies

ABILITY TO:

Plan, direct and coordinate an extended day care program for the optimum growth and development of young children
Prepare and/or present clear and concise reports
Direct the activities of others engaged in an extended day care program
Interpret provisions of law, rules, regulations and district policy to staff, other agencies and the public
Establish and maintain effective working relationships
Direct activities of children and assigned personnel providing a positive environment for children

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of attendance at an accredited college or junior college including twelve (12) semester units in courses related to children or equivalent; three years instructional assistant experience (minimum three (3) hours per day, 100 days in a calendar year); a degree in education or related field from an accredited college or university or a California Teaching Credential is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate
Pertussis Immunization
Flu Vaccination
Measles Immunization

WORKING CONDITIONS:

Indoor and outdoor extended Day Care Center Environment which includes standing, walking, and sitting; occasionally kneel, squat, crawl, stoop, twist and bend; push, pull, lift or carry up to 25 lbs.; work at computer which may involve repetitive twisting or pressure involving wrists or hands; close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone, student and parent contact requiring clear speaking and ability to hear normal voice conversation; work on bulletin boards with arms above shoulder level; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 72

ADOPTED BY PERSONNEL COMMISSION: August 17, 2016

ADOPTED BY BOARD OF EDUCATION: September 13, 2016