



**Cal-SAFE CHILD DEVELOPMENT
SITE LEADER**

Board Adopted: 04/21/21

BRIEF DESCRIPTION OF POSITION

Under the direction of the Cal-SAFE Administrator, assume a leadership role in the day to day operation of a school-based center for children of teen parents. Supervise a single site program including but not limited to, planning and implementing activities designed to stimulate healthy development for young children and parenting skills for teens. Responsible for program record keeping and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to the duties of a Child Development (CD) Associate Teacher, the Child Development (CD) Site Leader will:

1. Collect data on program participants (teens and babies).
2. Maintain files on program participants (hard copy and computer data base).
3. Track academic progress of teens and developmental progress of babies.
4. Provide reports and data to Administrator.
5. Support program compliance with Cal-SAFE, CDE, and CDD (Title 5 & Title 22).
6. Assist in the training and supervision of Child Development Staff.
7. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

In addition to the abilities of a CD Associate Teacher, the CD Site Leader must also have the knowledge and ability to:

KNOWLEDGE OF:

- Computer skills to maintain program data required by the CDE.
- Curriculum Development for staff, teens and children.
- Staff supervision.
- Budgets.
- Maintaining supplies and equipment for program operations.

ABILITY TO:

- Compile and analyze data to create reports.
- Develop curriculum project for staff and student.
- Instruct staff in appropriate child care center techniques.
- Facilitate weekly site staff meetings.
- Monitor the completion of DRDP's.

REQUIREMENTS

WORK YEAR:	10 Months
EDUCATION:	High school graduation or equivalent. Completion of CDE, Site Supervisor Requirements, Options 1, 2, 3, or 4
AUTHORIZATION:	A Child Development Site Supervisor Permit authorizes the holder to supervise a single site program, provide instruction, serve as coordinator

	of curriculum and staff development, and supervise Child Development Master Teachers, Teachers, Associate Teachers, Assistants, and Instructional aides.
REQUIREMENTS:	<p>Option 1 - all of (a) and (b) below:</p> <p>(a) AA degree or 60 units including: 24 units ECE/CD, with core courses:</p> <ul style="list-style-type: none"> • Child Human Growth and Development. • Child, Family, and Community or Child and Family Relations. Programs/Curriculum for Young Children. • 16 units General Education. • 6 units Administration of CD Programs. 2 units Adult Supervision. <p>(b) 350 days experience (3+ hours/day) in a child-care setting within the past four years, including at least 100 days supervising adults.</p> <p>Option 2 BA or higher with 12 units ECE/CD, plus 3 units supervised field experience in an ECE/CD setting.</p> <p>Option 3 Administrative Services Credential with 12 units ECE/CD plus 3 units supervised field experience in ECE/CD setting.</p> <p>Option 4 Teaching credential (Multiple Subject or Single Subject in Home Economics) with 12 units ECE/CD plus 3 units supervised field experience in ECE/CD setting.</p>
TERM AND RENEWAL:	A Site Supervisor Permit is issued for five years and is renewable for successive five year periods. Renewal requires completion of 105 hours of professional growth.
SALARY:	Classified Salary Schedule: Range 14
BENEFITS:	Medical dental, vision and life insurance (employee contribution)

WORKING CONDITIONS

ENVIRONMENT:	Large, self-contained children's center environment with areas for indoor and outdoor play, food preparation, eating, sleeping, and diapering/toileting.
PHYSICAL ABILITIES:	<p>Motor skills to lift and carry children and objects weighing up to 40 pounds; Stand for extended periods of time.</p> <p>Bend at the waist, kneel, crawl, and sit on the floor; Pull wagon or push 6 child baby-buggy.</p> <p>Assist with diapering, toileting, dressing and feeding infants/toddlers/preschoolers.</p> <p>Vision to supervise and assist infants/toddlers in indoor and outdoor activities; and Hearing and speaking skills to communicate with children, teens, staff and others.</p>
HAZARDS:	<p>Stressful environment in childcare setting with crying children;</p> <p>Cleaning products/chemicals used for routine cleaning of childcare center;</p> <p>Possible spills on kitchen floor during toddler meals; and</p> <p>Potentially abusive and volatile teens in continuation-school type setting.</p>