COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

March 2004

CHILD DEVELOPMENT SUPERVISOR

BASIC FUNCTION:

Under the direction of a District-level administrator to plan, direct and supervise a school day care at an elementary or middle school, providing adequate care in a supplemental educational program for school children before and after regular school hours.

REPRESENTATIVE DUTIES:

Essential Duties:

- Assume responsibility for overall operation of a before and after school daycare program, providing direction and guidance to assigned assistants.
- Direct the daily operation of the program providing direction and guidance to assigned assistants and students.
- Confer with enrichment program personnel and teachers to develop and coordinate strategies for students with special needs.
- Establish and maintain a safe and healthy learning environment; communicate with parents and school staff concerning program activities.
- Plan and coordinate an enrichment program that compliments the educational activities of the regular classroom.
- Plan and supervise field trips for students.
- Maintain emergency information cards on each participant; maintain accurate enrollment and attendance information for each child.
- Inspect, review, and evaluate game activity areas and equipment to ensure that activities are conducted in a safe and non-hazardous environment.
- Administer routine first aid and seek assistance for serious illness or injury situations when necessary; observe and evaluate health needs of children and take appropriate action.
- Interpret policies and procedures; explain program to parents and the public.
- Arrange for purchase of necessary equipment, supplies and ordering snacks for the center; assure the care and maintenance of facilities and equipment.
- Participate in the planning, organization and implementation of game and craft activities.
- Prepare and maintain a variety of records including time sheets, parent payment records, an class enrollment records, attendance sheets, collection of fees and medication records.
- Perform a variety of personnel supervisory functions including assisting in employee selection, training and evaluation.
- Maintain student and school information in a confidential manner.
- Monitor center expenditures to assure they are within budget limitations.
- May administer medication under specific guidelines.
- Perform related duties as assigned.
- May be required to work a split shift assignment.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Child growth and development;
Program management and record keeping;
Oral and written communication skills;
Child guidance techniques;
General needs and behavior of children;
Basic supervision;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Health and safety regulations;
Interpersonal skills using tact, patience and courtesy;
Basic supervision and evaluation;
Applicable sections of the State Education Code and other applicable laws;
Technical aspects of field specialty;

Ability to:

Relate effectively to elementary and intermediate age students;
Plan, develop and implement supplemental educational activities for elementary and intermediate age students;
Plan and organize work;
Train and provide work direction to others;
Work confidentially with discretion;
Maintain a healthy and safe environment;
Work independently with little direction;
Establish and maintain effective working relationships with others;
Analyze situations accurately and adopt an effective course of action;
Maintain records and prepare reports;
Communicate effectively both orally and in writing;

EDUCATION AND EXPERIENCE:

Associate's Degree is required, including twelve (12) semester units in courses related to children; Bachelor's Degree or better is preferred. A California Teaching Credential or equivalent is desirable. Two years experience working with preschool and/or K-12 students. Lead and/or supervisory experience is highly desirable as is previous experience in public education setting.

LICENSES AND OTHER REQUIREMENTS:

Current First Aid and CPR certificates.
Valid California driver's license and state required automobile insurance as required by position.

WORKING ENVIRONMENT**:**

Environment:

Day care classroom and outdoor work environment;
Subject to flexible hours;
Driving a vehicle to conduct work as required by position;

Physical Duties:

Seeing to monitor day care activities;
Hearing and speaking to exchange information in person and on the telephone;
Standing or sitting for extended periods of time;
Pushing or pulling food, television and VCR carts;
Walking to observe children on playground;
Kneeling and crouching to be on the same level as children;

Hazards:

Contact with dissatisfied or abusive individuals, occasionally parents or staff members;
Contact with blood and other body fluids;
Potential for contact with bloodborne pathogens and communicable diseases;
Chemicals used for cleaning centers;
Body odors;