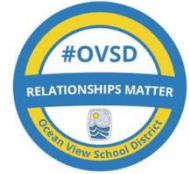




OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Child Care Supervisor**

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### **JOB SUMMARY**

Under direction of the Coordinator, Child Development Programs and in collaboration with the site administrator and staff, provides leadership, plans, organizes, directs, and oversees implementation of various child care program activities, which include but are not limited to elementary and middle school curriculum, enrichment, weekly activities, and camps. Maintains a budget, staffing, safety, program curriculum and implementation, and program quality. Provides supervision, training, and evaluation of staff.

### **CLASS CHARACTERISTICS**

This is a classified management position distinguished from the Child Care Facilitator in that the Child Care Supervisor is responsible for assisting the Coordinator, Child Development Programs, and collaborating with the site administrators, to supervise, evaluate, schedule, assign, train, and provide work direction to Child Care Facilitators, and other classified staff assigned to support the child care program including Child Care Attendants and Universal Instructional Assistants.

### **REPRESENTATIVE DUTIES**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

#### **Essential Duties:**

- Build and maintain relationships with parents, families, teachers, administrators, providers, and community members;
- Oversee contracted services and before and after school coordination functions with respect to monitoring and implementing the supervision of the day-to-day duties to ensure the operation of effective child care programs for students;
- Oversee and support the before and after school program;
- Monitor, maintain and complete all program records related to student target enrollment and develop wait lists for student placement;
- Develop and ensure check-in/out procedures for students are established and program paperwork maintained, including attendance records and program reports;
- Oversee and complete the site program evaluation and compliance with all grant components, including the Quality Program Improvement Plan for Expanded Learning;
- Evaluate staff performance and address areas of concerns and need for all level child care staff including Facilitators;
- Assume responsibility for the Expanded Learning Program in the absence of the Coordinator, Child Development Programs;

- Ensure proper teacher-child ratios by operating the District's Absence Management System to arrange and record-daily schedules of staff and substitutes;
- Organize and coordinate schedules, including the bidding for recess camps, including but not limited to Fall Recess, Winter Break, Spring Break, Summer;
- Identify, develop, provide, and implement training for new and current staff;
- Plan, select, implement, and participate in a variety of education and recreational activities to meet the needs and interests of individuals and/or groups of children;
- Schedule full day camps; coordinate field trip arrangements, including transportation requests;
- Maintain a yearly operating calendar which includes partial and full day programming, camps, and other important dates;
- Assist in the development of policies, procedures, rules, regulations, programs, and activities to enhance child care programs and services;
- Implement the recruitment, registration, and placement of students participating in child care programs;
- Compile and prepare various reports, records, and files;
- Participate in the recruitment, selection, and training of staff;
- Assist in the preparation of the annual child care program budget.

**Other Related Duties:**

- Assist and/or supervise students in toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of students as necessary, helping maintain student hygiene.

**SUPERVISION**

General supervision is received from the Coordinator, Child Development Programs.

Works in collaboration with site administrators or designees.

Provides leadership and/or guidance and direction to assigned staff including Child Care Facilitators, Child Care Attendants, and Universal Instructional Assistants.

Supervises and evaluates the performance of assigned child care staff.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Child care program operations and their relationship to regular school program;
- Staffing paradigms needed to operate a child care program efficiently, i.e. enrollment patterns;
- Rules, objectives, regulations, and daily practices of operating a child care facility;
- Program quality criteria, assessment processes and curriculum development;
- Practical applications of school-age children's developmental stages/needs;
- Positive and appropriate methods to maintain acceptable standards of behavior among special needs children and child care participants;
- Appropriate safety, health, and nutrition procedures and precautions;
- English usage, grammar, spelling, punctuation and vocabulary;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Business math;
- District and program rules and policies.

**Ability to:**

- Effectively plan, direct, coordinate and participate in a child care program consistent with optimum growth and development of school-age children;
- Lead and provide direction/training on activities, methods and procedures to child care staff;
- Work independently in managing daily schedules and respond effectively in emergency situations;
- Provide a clean, safe, and positive environment for child care participants;
- Plan and implement a variety of age-appropriate children's activities;
- Coordinate and direct the activities of site child care program staff;
- Use positive and appropriate methods to maintain appropriate standards of behavior among child care participants;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email, and internet computer applications;
- Interpret provisions of law, rules, regulations, and district/program policy to staff, other agencies, public;
- Communicate effectively both orally and in writing with staff, parents, children, public and District personnel demonstrating poise, patience, sensitivity and understanding;
- Understand and carry out oral and written instructions;
- Prepare, present clear and concise reports;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience, and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff.

**EMPLOYMENT STANDARDS****Education:**

- Completion of 48 semester units from an accredited college or junior college with emphasis in child development, education or related field; OR
- A certificate or credential issued by the Commission on Teacher Credentialing;
- A Bachelor's degree in education or related field from an accredited college or university is highly desirable.

**Experience:**

- Three (3) years of experience, with increasing responsibility, working with school-aged children in a classroom, recreational or child care setting at least one (1) of which was in a supervisory or lead capacity. OR
- Four (4) years of satisfactory performance as a Child Care Program Facilitator with the Ocean View School District.

**LICENSES REQUIRED**

- Within two (2) months of employment, the incumbent must possess and maintain valid, current First Aid and Adult/Child CPR Certificates.
- Valid and appropriate California Driver License.
- All the above licenses and certificates must be maintained as a condition of continued employment.

## **OTHER**

- Prior to employment must have the standard fingerprint clearance by California Department of Justice (DOJ). In addition, fingerprint clearance by the Federal Bureau of Investigation (FBI) is required in accord with Education Code sections 45125, 45125.01, and 49024(a).

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

While performing the duties of this job, the position is continuously required to stand, walk, sit, talk, and hear for extended periods of time. The incumbent frequently reaches above the head and below the waist, grips and grasps, and uses repetitive motions of the wrists, hands, and fingers. This work involves little to medium physical efforts; frequently exerts up to 25 pounds of force, and occasionally exerts up to 50 pounds of force to lift, carry, push, or pull objects. This position requires specific visual acuity sufficient to operate a vehicle between site locations, see small details in a classroom or playground environment, and distance vision to observe children's activities and behavior both indoor and outdoor; speech and vocal capacity sufficient to be heard in a noisy environment; hearing sufficient to be able to recognize when a child is having difficulty or being disruptive. Employment is contingent upon passing a physical and back evaluation test.

### **Work Environment:**

This job operates in a child care environment, indoors and outdoors, exposed to outside weather conditions and temperature changes. The noise level can become loud depending on activity (i.e., outside activities, field trips, etc.) but will remain within a moderate noise level range. The role is frequently exposed to minor and on occasion to severe contagions including blood-borne pathogens and illnesses. The incumbent has direct and indirect contact with students, the public, and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, negative interpersonal situations, and without direct guidance from the supervisor.

## **SALARY RANGE**

Salary Range M51

Classified Management Salary Schedule

Established 9/11/03

Revised 6/14/07, 10/14/10, 11/13/14, 11/12/15

Inactive 6/30/2017, replaced by Director, Child Development Programs

Reactivated job classification and revised job title approved by Personnel Commission 3/9/2023