

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD DEVELOPMENT SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director- Child Development, organize and direct the activities and operations of the Child Development Department; maintain and implement an appropriate learning environment for children; assure compliance with District and State program guidelines and regulations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of the Child Development Department; assure staff provide supervision and a safe learning environment for children in accordance with CCL regulations; participate in the development and implementation of departmental policies and procedures.

Conduct site visits to observe preschool teachers and assure compliance with individual goals, timelines, documentation processing and the implementation of developmentally appropriate curriculum.

Monitor preschool teachers to assure quality of teaching methods and support program goals; review lesson plans.

Assure staff completion of observations and assessments in a timely manner.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Title 5 and Title 22.

Childhood development practices.

Childhood psychology as it pertains to child development.

Reporting procedures for suspected child abuse laws and regulations.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize and direct the activities and operations of the Child Development Department;

Conduct site visits to observe preschool teachers

Monitor preschool teachers to assure quality of teaching methods and support program goals

Assure staff completion of observations and assessments in a timely manner.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in child development or related field.

Experience: Three years of increasingly responsible experience in an early childhood education program.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid Child Development Program Director permit.

Valid Pediatric CPR and First Aid certificate issued by an authorized agency.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting and standing for extended periods of time.

Walking to conduct inspections.

HAZARDS:

Exposure to dissatisfied or abusive individuals.