

Job Summary:

Directs activities of a child development center to provide instruction and care for children, infants, and toddlers by performing the following duties.

Supervision Exercise and Receive:

Directions receive from a regional or higher level program manager

Essential Functions:

- Recruits and enrolls eligible families.
- Trains staff in adopted child guidance techniques and the bilingual/bicultural curriculum.
- Promotes the team teaching approach including both staff and parents.
- Implements the program philosophy in all areas, such as family engagement, nutrition, health, and education.
- Interviews and recommends hiring of teaching and other staff.
- Confers with parents regarding activities, policies, and enrollment procedures.
- Confers with teaching staff and parents regarding child's behavioral or learning development, and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
- Reviews and evaluates facility activities to ensure conformance to state and local regulations.
- Arranges medical attention for ill or injured child, infant, or toddler in accordance with program policies.
- Performs teaching duties during absence of regular teacher or home educator.
- Directly supervises, evaluates and trains employees.
- Supports and motivates staff towards achieving program standards and goals
- Establish and maintain effective working relationship with staff, parents and community partners
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interviews and trains employees and substitutes
- Plans, assigns, and directs work
- Confers with program management regarding complex issues and concerns.

Abilities & Knowledge:

Ability to:

- Read, analyze and interpret general federal and state regulations, manuals or technical procedures.
- Write reports and correspondence.
- Effectively present information and respond to questions from groups of parents, staff and the general public.
- Subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Compute rate, ration and percentage and draw and interpret bar graphs.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Supervise and evaluate the work of others.
- Speak, read and write in Spanish may be required.
- Manage time wisely
- Learn, understand and be sensitive toward working with families from different cultural backgrounds that have different child rearing practices

Knowledge of:

- Development and sequential growth of children, infants, and toddlers;
- Maturation and disabilities of children, infants, and toddlers;
- How children develop;
- Record keeping and maintenance of children's files;
- Chain of command;
- Program policies and procedures;
- Computer software.

Work Environment/Physical Demands: Regularly required to stand, walk, and talk or hear. Use of hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. Occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds; may have to lift up to 45 pounds, approximately the weight of a preschool child, in case of an emergency. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Education and Experience Required:

- **Supervisor I:**
 - AA Degree
 - Site Supervisor Permit
 - Two year experience working with children
 - Experience Supervising Adults preferred
 - Three college units in infant/toddler coursework may be required

- **Supervisor II:**
 - BA Degree
 - Site Supervisor Permit
 - Two year experience working with children
 - Experience Supervising Adults preferred
 - Three college units in infant/toddler coursework may be required

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

September 2019

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.