

JOB DESCRIPTION

Job Title: *Assistant Supervisor (7503)*

Job Summary:

Under the supervision of the Supervisor of the child development center, the Assistant Supervisor assists in the center operations and activities to provide instruction and care for children, infants, and toddlers by performing the following duties. Reports to Site Supervisor.

Essential Functions:

- Assists in enrolling eligible families.
- Assists in training staff to implement 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 parent involvement, nutrition, health, and education.
- Utilizes proper instructional materials and teaching aids such as books, toys, and games designed to stimulate learning.
- Confers with parents regarding facility activities, policies, and enrollment procedures.
- Confers with teaching staff regarding child's behavioral or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
- Arranges medical attention for ill or injured child, infant, or toddler in accordance with program policies.
- Performs classroom teaching duties during absence of regular teacher.
- Performs all duties of supervisor in the supervisor's absence.
- Directly supervises 2 or more employees in the child development center in the absence of the Supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Knowledge and/or Abilities:

- **Abilities to:**
 - Read, analyze, and interpret general federal and state regulations, manuals, or technical procedures. Ability to write reports and correspondence.
 - Effectively present information and respond to questions from groups of parents, staff, and the general public.
 - Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Compute rate, ratio, and percent and to 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.
- **Knowledge of:**
 - How preschool children develop;
 - Record keeping and maintenance of children's files;
 - Chain of command;
 - Program policies and procedures;
 - Computer software.

Working Conditions and Physical Abilities: occasionally works in outside weather conditions; The noise level in the work environment is usually moderate; required to stand, walk, and talk or hear; required to use 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.

Education and Experience Required:

- High school diploma
- Sufficient college education to qualify for a Child Development Site Supervisor Permit plus two years' experience as a preschool teacher, which includes 100 days supervising adults.
- Three college units in infant/toddler coursework may be required.
- Ability to speak read and write English necessary.
- Ability to also speak, read, and write Spanish either necessary or preferred depending upon needs of the program.

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

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.
- Child Development Teacher Permit (Working toward a Child Development Site Supervisor Permit)

FLSA Status: Exempt

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.