



Classification Title: Site Supervisor – Leadership

Department: Early Childhood Education Lab School

EEO6 Code: 3

Employee Group: Certificated Permanent or Hourly Employee

Salary Grade: Grade E

Supervision Received From: Dean, Instructional, Social and Behavioral Sciences

Date of Origin: 1999

Supervision Given: Master Teacher, Teacher, Associate Teacher, and Assistant Teacher

Last Revision: August 2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Maintains responsibility for operation of the Early Childhood Education (ECE) Lab School at the main campus in San Marcos and/or the Escondido Center. Maintains staff-child ratios, staffing, state and licensing requirements. Schedules classroom staff and arranges for substitutes for other Site Supervisors, Master Teachers, Teachers, Associate Teachers, Assistant Teachers, short-term employees, and student workers as needed. Assists with and maintains college, state, licensing, and food program policies and prepares reports. Assists with the enrollment process of children and families.

DISTINGUISHING CHARACTERISTICS.

1. Receives additional oversight from the Coordinator, the Liaison to the ECE Lab School, and the Assistant Superintendent/Vice President, Instruction.
2. Serves as lead assigned to a site and assists Coordinator on all parts of the program within that site.
3. In the absence of the Coordinator, assumes supervisory responsibility of the entire ECE Lab School.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Informs/trains staff, parents, and child development students of ECE Lab School policies and regulations.
2. Assists with enrollment and the application process for current and new families; provides ECE Lab School information and tours when appropriate.
3. Assists in developing program philosophy, goals and objectives, with staff, the Child Development Department, and parent input.
4. Maintains up-to-date records on staff, children and/or families.
5. Orients new staff to ECE Lab School policies and procedures.
6. Assists with and implements professional program accreditation for an assigned site.
7. Attends and participates in regular site and ECE Lab School staff meetings; in the absence of the Coordinator, leads staff meetings when necessary.
8. Complies, assists with, and implements updates of the Parent Handbook, Operational Manual, ECE Lab School website, enrollment packets, parent contracts, and EZ Care program as needed.
9. Assists and participates in regular Parent Advisory Council (PAC) meetings.
10. Supervises assigned site staff and assists with performance evaluations.
11. Assists with reports and gathers documentation for the State of California, California Department of Education, Community Care Licensing, and Food Nutrition; assists with compliance meetings with these agencies.

12. In the absence of ECE Lab School staff members, arranges for substitute Site Supervisors, Master Teachers, Teachers, Associate Teachers, Assistant Teachers, short-term workers, and student workers as needed.
13. Implements a program for food service according to established nutritional and food handling guidelines; utilizes appropriate food handling procedures; follows all safety precautions to avoid contamination or food spoilage and choke hazards.
14. Assists in providing in-service training for staff.
15. Maintain all Community Care Licensing policies and procedures. Meet with licensing representative as needed and submits reports as necessary.
16. Provides referrals to community agencies for children and families as necessary.
17. Participates in parent-teacher conferences when requested or necessary.
18. Fills in for classroom staff when needed to maintain staff to child ratios; when in the classroom, plans, organizes, supervises and teaches a developmentally appropriate preschool program for children ages 18 months to five years.
19. Develops and implements conflict management and problem-solving strategies with children; assists children to identify and verbalize concerns and issues and helps them identify compromises and solutions to those issues.
20. Assists children with hygiene procedures as necessary; follows universal health precautions; follows a written plan for dealing with blood or bodily fluid spills, and ensures that Assistant Teachers understand and follow as well.
21. Maintains accepted standards of cleanliness and sanitation of program facilities.
22. Develops and implement emergency procedures as required; provide information about emergency procedures and health, safety, and transportation policies to assistants and parents; assists in all fire and other emergency drills.
23. Maintains a safe environment for young children; inspects and reports replacement/repair needs to ensure that the physical plant is maintained in good repair; monitors outdoor play areas to ensure that children cannot gain access to unsafe or unsupervised areas.
24. Participates and assists in planning of ECE Lab School events/functions including, but not limited, to orientation, open house, end of the year party, and parent breakfast.
25. Invites and encourages family participation in children's activities; provides information about community resources to parents and staff including health, social services, mental health, developmental and family support services.
26. Follows procedures for child abuse reporting as mandated by law.
27. Assists with budget development and submits receipts for Cal Card purchases.
28. Serves on at least one District committee.
29. Plans and leads site staff meetings and participates in bi-monthly site/lead teacher staff meetings.
30. Maintains annual professional development requirements of at least 105 hours for five-year renewal of California Child Development Permit.

Marginal Functions:

1. Maintains inventory of site supplies, order food, and other supplies as needed.
2. Submits work orders to Coordinator.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

1. Four years of experience teaching in a childcare setting.
2. Two years of supervising adults in a childcare setting.

Education/Training:

1. One of the following options under a) – b) below is required:

- a) A bachelor's degree from an accredited college or university in early childhood education, child development, or a related field with at least 24 units of early childhood education or child development including child growth and development; child, family and community; at least one program/curriculum class; six administration units; and two adult supervision units; OR
 - b) A bachelor's degree or higher in any discipline with at least 12 units in child development or early childhood education from an accredited college or university, plus 3 units of supervised field experience in a child development/early childhood education setting.
2. Preferred qualifications: A master's degree from an accredited college or university in early childhood education, child development, or a related field.

Licenses/Certificates:

1. Possession of, or ability to obtain, a Child Development Site Supervisor Permit or higher.
2. Possession of, or ability to obtain, a valid, appropriate pediatric cardiopulmonary resuscitation (C.P.R.) certificate.
3. Possession of, or ability to obtain, a valid, appropriate first aid certificate.

Knowledge of:

1. Site supervision of childcare programs.
2. Ages and stages of child development and the developmental assessment process.
3. Proper English usage, including spelling, grammar, and punctuation.
4. Principles and procedures of recordkeeping.
5. Principles and practices of report preparation.
6. Modern office procedures, methods, and equipment including computers and software programs relevant to assigned areas of responsibility.
7. Pertinent federal, state and local codes, laws and regulations, including licensing and applicable sections of Title 5 and Title 22 of the California Code of Regulations.
8. Health and safety regulations for a childcare school.
9. Most current versions of Desired Results (DRDP), Infant/Toddler Environmental Rating Scale (ITERS), Early Childhood Environmental Rating Scale (ECERS).
10. Principles and procedures of emergency first aid and C.P.R.

Skill in:

1. Maintaining confidentiality of child/family conversations, records, and reports.
2. Supervising staff, families, and children of an assigned site.
3. Maintaining a developmentally appropriate environment for children.
4. Preparing and completing clear and concise reports and documentation in a timely manner.
5. Interpersonal communications and negotiation and conflict resolution skills.
6. Communicating clearly and concisely, both verbally and in writing.
7. Establishing and maintaining effective working relationships with those contacted in the course of work.
8. Recognizing children's needs and child behaviors that indicate emotional stress.
9. Applying the current Desired Results Developmental Profile (DRDP).
10. Applying the current Infant/Toddler Environmental Rating Scale (ITERS) and/or Early Childhood Environmental Rating Scale (ECERS).
11. Maintaining physical condition appropriate to the performance of assigned duties and responsibilities.
12. Operating office equipment including computers and software programs applicable to assigned areas of responsibility.
13. Administering first aid and/or C.P.R. to children as needed.

WORKING CONDITIONS.

Environmental Conditions: Typical office conditions; exposure to computer screens; indoor classroom and outdoor yard spaces with young children 18 months to 5 years old; kitchen areas: exposure to bodily fluids and odors, potential exposure to childhood communicable diseases, hazardous chemicals, and stressful child/classroom and adult situations, including, but not limited, to children crying, yelling, and screaming; contact with children, other staff, and college students on a daily basis.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for sitting at a computer work station for extended periods of time, using a keyboard and mouse, standing, walking, bending, squatting, kneeling, sitting on the floor and in child sized chairs when substituting in a classroom; occasional running; moderate lifting of food, children, supplies, and materials; moving equipment and furniture (child-sized); visual and auditory acuity to supervise young children in a classroom and yard setting.

TERMS OF EMPLOYMENT.

All positions within this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding. Successful hire is contingent upon completion of a criminal background check, a negative tuberculosis (TB) test and required immunizations for pertussis and measles. Influenza immunization is optional.