

Child Development Center Supervisor

Classified Position - 7324

<u>Salary</u> Category 4 on Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Director of P-5 Instruction
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SCOPE OF RESPONSIBILITIES

Plan, implement and administer a Child Development Center operations and activities to meet the established requirements of the District and the Kentucky Day Care Licensure Board

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Supervise the total operations and maintenance of a Child Development Center
2. Plan, organize and establish the type of physical facility necessary to meet licensure requirements
3. Implement Center programs and assist in curriculum development
4. Supervise, monitor and evaluate performance of center staff
5. Develop and implement procedures for recording progress of infants and for reporting progress to parents to include organizing parent meetings and informing parents of Center policies and events
6. Prepare regular reports of center activities, special events and progress toward goals as required
7. Prepare, submit and maintain Center budgets
8. Oversee the Center's special programs such as a food program including maintenance of inventory to maximize efficient and effective operation
9. Maintains regular and predictable attendance
10. Adheres to the professional code of ethics
11. Successfully utilizes technology as appropriate in job function
12. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Current concepts used in Early Childhood Development
- Subject matter and curriculum planning for a child development program
- Basic child psychology and principles and theories of child growth and development
- Principles and theories of parent-child relationships
- Policies, procedures and philosophy of a child development center
- Principles of supervision and training
- Health and safety requirements of children
- Appropriate safety precautions and procedures
- Methods of observing, evaluating and recording child behavior
- Budget preparation and control
- Equipment, materials and supplies used in a preschool children's center
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Plan and direct the activities of the Child Development Center
- Plan, develop, organize and evaluate learning programs and experiences for the development of infants, toddlers and children in a learning lab environment
- Explain principles, theories and practical application of growth and development of children
- Develop and revise instructional materials appropriate for assigned age levels
- Purchase, inventory, store and maintain supplies and equipment for the Center
- Develop and maintain effective relationships with employees, preschool children, students and parents
- Provide work direction and guidance to Center employees, volunteers and students

- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Complete work with many interruptions
- Maintain current knowledge of technological advances in the field
- Maintain a healthy and safe learning environment
- Apply appropriate first aid
- Apply and explain policies, procedures, rules and regulations
- Establish and maintain cooperative and effective working relationships with others, including a variety of ages and cultures
- Lift heavy objects
- Plan and organize work
- Meet schedules and time lines
- Communicate effectively both orally and in writing

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: Child Development Associate or Associate of Arts with emphasis in child development and two years satisfactory full-time experience in working with young children in a group setting
2. Two years' experience in supervision and training of a day care center staff
3. Certification in Pediatric First Aid, CPR and six hours of State approved child care training annually