

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

SUPERVISOR OF CHILD CARE EDUCATIONAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree in Business, Elementary Education or related field from an accredited institution.
- (2) Minimum of three (3) years supervisory experience.
- (3) Five (5) years experience in child care, elementary education or related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, problem-solve, analyze financial information, develop staff and implement quality standards of child care. Knowledge of relevant laws, rules, and policies.

REPORTS TO:

Director of Community, Career, and Technical Education

JOB GOAL

To develop, coordinate, administer, and supervise fee-supported child care educational programs for the District.

SUPERVISES:

Assigned Community, Career, and Technical Education Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Plan, recommend, coordinate, and monitor program curriculum and activities.
- * (2) Develop, coordinate, and administer the District's fee supported child care educational programs.
- * (3) Supervise and evaluate child care staff.

Communication

- * (4) Communicate effectively with all child care shareholders, staff, District staff and other child care providers.
- * (5) Respond to inquiries and concerns in a timely manner.
- * (6) Use effective strategies for making presentations or interacting with a variety of audiences.

Proactive Orientation

- * (7) Recommend fiscally responsible expansion based on community needs.

SUPERVISOR OF CHILD CARE EDUCATIONAL PROGRAMS (Continued)

- * (8) Market child care program for increased enrollment and expansion.
- * (9) Recruit, interview and recommend child care program staff.
- * (10) Provide leadership for the implementation and enhancement of the District's fee-supported child care educational programs.
- * (11) Demonstrate initiative and a proactive orientation in fulfilling performance responsibilities and identifying means of improving programs and services.

Critical Thinking

- * (12) Develop long- and short-range goals for program enhancement.
- * (13) Evaluate and analyze program operations as related to client needs.
- * (14) Identify staff development needs.

Continuous Improvement

- * (15) Plan and deliver appropriate staff development.
- * (16) Set high standards and expectations for self and others.
- * (17) Coach and train staff for effective performance.
- * (18) Provide training to site staff in personnel and contract issues.
- * (19) Attend local, state, and national conferences for professional development.
- * (20) Keep abreast of laws, regulations, and policies related to child care programs.
- * (21) Keep up-to-date and well-informed about trends and best practices in assigned area of responsibility.
- * (22) Assist school and District staff in keeping abreast of issues and requirements in assigned area.

Facilitation

- * (23) Conduct and facilitate problem-solving at meeting with individuals and groups within the child care community.
- * (24) Collaborate with other educational institutions and community agencies on training and enhancement of services.
- * (25) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

Managerial

- * (26) Plan and administer annual program budget.
- * (27) Maintain a uniform system of financial accounting and reporting.
- * (28) Audit on-site records and documentation for compliance with state statutes and grant expenditures and revenue.
- * (29) Audit individual client accounts for collection, reconciliation, scholarships and contracts.
- * (30) Review program expenditures and purchase orders.
- * (31) Prepare or supervise the preparation of required reports and maintain appropriate records.
- * (32) Ensure that collective bargaining agreements are appropriately implemented.

**SUPERVISOR OF CHILD CARE EDUCATIONAL PROGRAMS
(Continued)**

Constancy of Purpose

- * (33) Participate on District committees that relate to the program.
- * (34) Demonstrate support for the District's vision, mission, goals, and priorities.
- * (35) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (36) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (37) Make and share decisions in a timely manner.
- * (38) Respond quickly to emergency situations.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action _____
Approved _____
Revised 10/5/04