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

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