

CAL-SAFE CHILD CARE SITE SUPERVISOR

Definition

Under supervision of the Learning Director, Kings Canyon High School, the **CAL-SAFE** Child Care Site Supervisor is responsible for the daily operation of the pre-school center lab provided by the **CAL-SAFE** Program.

Essential Responsibilities

1. Supervises the daily care of infants and toddlers enrolled in the program
2. Develops the educational program for the infants and toddlers
3. Supervises and evaluates the Child Care Assistants in the provision of the educational program
4. Supervises the participating teen parents when they are assisting with their children
5. Communicates with the teen parents about the progress of their infants
6. Assists in charting the growth and progress of the infants and toddlers
7. Assists in developing procedures for implementing the CAL-SAFE program
8. Prepares all of the required reports for the program
9. Prepares written communications required for the program
10. Provides coordination of curriculum and staff development for program
11. Makes home visits when necessary
12. Provides basic first aid when needed
13. Assists the Learning Director with the development of the annual **SAPID** grant budget
14. Assists with the parenting classes for the teen parents for two periods each day
15. Performs any other duties assigned by Learning Director

Qualifications

1. AA (or 60 units) with 24 ECE/CD units (including core); + 6 units administration; + 2 units adult supervision
2. Possess and maintain a Clear California Drivers' License
3. Infant CPR/First Aid Certification
4. Ability to operate a computer, including word processing, data base and spreadsheet programs
5. Ability to speak Spanish desired.

Five Year Requirement of Inservice Hours:

105 hours of professional growth

Experience

1. One year of 3+ hours per day within last 4 years of work with Infants and Toddlers
2. At least 100 days during last 4 years of supervising adults

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach forward or above the head more than the average person. The employee must occasionally lift and/or move and push up to 50 pounds such as infants and toddlers. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information. The employee will frequently interact with the public and other staff. Some driving may be necessary.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to noisy. Work is performed mostly indoors with some outdoor work. The employee may be exposed to infection to a greater degree than the average person.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

