

**City of San Rafael
Job Class Specification**

Job Title: Childcare Supervisor

SUMMARY:

Plans, organizes, and oversees the operation, maintenance, safety, activities and staff of a pre-school or school age childcare program, including direct program delivery, training and evaluation of assigned staff; conducting program registration; developing program promotional materials; communicating with school personnel, center families and community members; keeping and maintaining records and producing reports; and meeting all requirements of grant funding. Positions at State licensed facilities also ensure compliance with State licensing requirements.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from childcare Instructor classes by its responsibility for independently overseeing the development and implementation of the program, responsibility for managing the day-to-day operations, and directly supervising staff at the assigned childcare locations.

SUPERVISION EXERCISED AND RECEIVED:

Receives direction from the Senior Recreation Supervisor or a higher level professional or management position. Exercises direct supervision over Instructors and support staff.

ESSENTIAL AND IMPORTANT DUTIES:

The following duties are typical for this classification. Incumbents may not perform all the duties listed, and/or may be required to perform related duties as needed.

All programs

- Instructs and supervises children; facilitates and leads classroom activities.
- Assists with the establishment of the program budget; tracks expenditures and administers budget.
- Conducts registrations and provides information to parents regarding program requirements.
- Develops and implements participant behavior and discipline guidelines.
- Hires, trains, coaches, evaluates, and supervises staff; develops individualized skills development plans and provides guidance to staff in accomplishing goals; ensures staff meet all mandatory training requirements.
- Schedules staff and ensures appropriate staffing levels are maintained.
- Oversees and/or conducts daily student check-in and maintains attendance records.
- Creates, prepares, and distributes program advertisements and promotional materials.
- Maintains records and prepares various reports and statistics related to site operations and activities including program registration, enrollment, tuition, projected revenue, and scholarships.
- Communicates with parents, collaborates with local school districts on implementation of behavioral plans and other special services as needed.

- Oversees planning and implementation of activities and events year-round; approves Instructor II curriculum and plans.
- Collects and tracks revenues.
- Oversees planning and conducting of emergency drills; oversees and ensures safety and maintenance of facility.

State licensed and grant funded programs

In addition to above, duties may include:

- Ensures compliance with State licensing; maintains records and produces required reports including certifying families and program evaluation.
- Ensures compliance with various funding source requirements including submission of curriculum plans and reporting,

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of Early Childhood Development
- Practices, procedures, programs, services, operation, and administration of childcare programs.
- Classroom teaching and management practices and techniques including age-appropriate curriculum and activities.
- Principles and practices of staff supervision including selection, scheduling, coaching, evaluation, counseling, and motivation of employees.
- Applicable Local, State and Federal laws, policies, standards, guidelines, ordinances, and regulations including State licensing requirements.
- Customer service and public relations techniques.
- Basic budgetary techniques and monitoring.
- Modern office equipment and methods including use of computer applications in word processing, spreadsheets, and databases.

Ability to:

- Plan, organize and manage the operations, safety, and activities of a childcare program.
- Teach and lead classroom activities.
- Identify problems and develop effective solutions.
- Prepare, analyze, track, and maintain budget and other financial statements and records.
- Work within an established budget.
- Maintain effective working relationships with co-workers and staff, as well as parents and community representatives.
- Work independently in carrying out a comprehensive program.
- Support and carry out the goals and objectives of the Childcare program.
- Communicate effectively both orally and in writing.
- Use relevant software, on-line resources, and computing devices.

Education/Experience:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill, and abilities. A typical way to obtain these would be:

License Exempt programs

Completion of 15 units in Early Childhood Education, Recreation Administration, or related coursework, and at least 3 years of teaching experience in a childcare center or comparable group childcare program.

An Associate of Arts degree in Early Childhood Education, Recreation Administration, or related field may substitute for one year of experience.

A Bachelor's degree in Early Childhood Education, Recreation Administration, or related field may substitute for two years of experience.

State Licensed Programs

Title 22 Requirements

Completion of 15 Early Childhood Education units at an accredited or approved college or university. Three of the 15 units shall be in administration or staff relations and 12 of the 15 units required shall include courses that cover the general areas of Child growth and development; child, family and community or child and family; and program curriculum.; and at least 4 years of teaching experience in a licensed childcare center or comparable group childcare program.

Or an associate of arts degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least two years of teaching experience in a licensed childcare center or comparable group or childcare program. Three semester units shall be in administration or staff relations.

Or a BA from an accredited or approved college or university with a major in Early Childhood Education, or Child Development; and at least 1 year of teaching experience in a licensed childcare center or comparable group childcare program. Three semester units shall be in administration or staff relations.

Title 12 Requirements

Associate of Arts degree (or 60 semester units) from an accredited or approved college or university with 24 semester units in Early Childhood Education or Child Development, 6 units administration and 2 units adult supervision and at least 350 days of 3+ hours per day within 4 years of experience in an instructional capacity in a licensed childcare program including at least 100 days of supervising adults.

Or a Bachelor's degree from an accredited or approved college or university with 12 or more semester units in Early Childhood Education or Child Development and 3 units supervised field experience in an Early Childhood education setting.

Or a Teaching or Administration Credential with 12 units of Early Childhood Education and 3 units supervised field experience in an Early Childhood Education setting.

SPECIAL REQUIREMENTS:

All programs:

Candidates must meet all qualifications in accordance with current legal and regulatory requirements for working with children in the age group in their program.

Must be willing to work the hours (work schedule) required for the assigned Center.

Prefer possession of a valid California Driver's license.

State Licensed Programs:

Certificate(s):

Possession of, or ability to obtain and maintain State required certifications related to the operation of a licensed childcare facility.

Title 12 program requirement

Possession of a Child Development permit issued by the California Commission on Teacher Credentialing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions described here are typically required of an incumbent to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit, stand, walk, run, bend, stoop or kneel. Use hands to finger, handle, or feel; reach with hands or arms; talk and hear. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception. The employee must regularly lift, move, and/or carry up to 10 pounds, and occasionally lift, move and/or carry up to 45 pounds.

WORKING ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to video display; works indoors and outdoors; is frequently exposed to outdoor weather conditions; loud noise and unpleasant odors.

FLSA Status: Nonexempt

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