

Grass Valley School District

POSITION TITLE:	CHILD DEVELOPMENT SITE SUPERVISOR
PLACEMENT:	CLASSIFIED SALARY SCHEDULE, STEP A – 12 MONTH EMPLOYEE
REPORTS TO:	CHILD DEVELOPMENT DIRECTOR

SUMMARY:

To plan, lead, implement, supervise staff, and participate in instructional activities for school age children; to promote the development of cognitive, social, emotional, and life skills; to assist in promoting parent involvement. This classified position requires training in child development, first aid and CPR, health and safety rules and regulations.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Organizes, directs, and coordinates the safe operations and activities of the program for children, staff and parents
- Supervises the child development school age teachers in preparation of classroom enrichment activities and healthy and nutritious snacks; track daily attendance and breakfast, snack, supper records; maintain clean and nurturing environment
- Order snack, program and classroom supplies
- Work with parents and staff in the development of an educational enrichment program. Facilitates parent orientation and monthly parent meetings
- Able to understand and relate to students who have behavioral, learning and physical disabilities. Assists individual students in need of special attention. Ability to employ appropriate behavior management techniques for acting-out behaviors, such as task avoidance, emotional outbursts, hyperactivity, and hostility. Confers with parents on the behavior, health, and general development of the child. Assure the environment meets all health and safety standards for the purpose of requirements by the California Early Education and Support Division, federal guidelines and local requirements
- Maintain a good working relationship with all Before and After School staff and with school personnel. Connects the before and after school program with the regular school day and ensures the program is an expansion of the regular school day
- Schedule childcare personnel for the purpose of conforming with legally required adult/child ratios
- Supervise and evaluate child care personnel for the purposes of monitoring in accordance with their job descriptions, including parent volunteers at least once a year
- Plan and conduct staff meetings to keep staff informed of program provisions, in-service training opportunities, and to solicit staff input about program plans
- Create monthly newsletter to parents
- Address problems relating to parents and staff in timely manner
- Plan and implement a staff development program, utilizing available community resources when available
- Attend meetings and conferences of professional organizations, which address school age issues and concerns
- Order school supplies and equipment
- Select and preview materials for classroom use
- Network with outside agencies in order to provide for the social service needs of school age families
- Provide constructive feedback and resources as necessary to increase staff effectiveness in curriculum presentation
- Model and maintain effective adult-child relationships and positive guidance techniques for children, parents, college students, staff and observers
- Implements all Center policies, procedures and guidelines
- Maintains a clean, safe, and healthy environment for the children
- Maintains the required forms and records as instructed
- Maintain job required certifications and permits
- Maintain confidentiality
- Perform other duties as may be assigned by Director

Grass Valley School District

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Current Site Supervisor permit or ability to get one within one year
- AA (or 60 units) with 24 in Early Child Development plus 6 units administration plus 2 units adult supervision OR Bachelor or higher with 12 units ECE plus 3 semester units of supervised field experience in ECE setting OR Teaching or Administrative credential with 12 units of ECE plus 3 units of supervised field experience in ECE setting
- Prior successful experience interacting with school-age children within the past three years

CREDENTIALS AND/OR SKILLS AND ABILITIES

- Working under limited supervision and directing other persons within the Child Development and school age programs
- Required to satisfactorily perform the functions of the job which include planning activities that will enhance the cognitive, social-emotional and physical development of school age children; maintain orderly classrooms through redirection and positive discipline; understand and carry out oral and written directions; establish and maintain cooperative working relationships; relate to children in a positive, authentic manner; relate to adults from varying socio-economic and cultural backgrounds; and perform a variety of general office and classroom assistance duties
- Knowledge of youth development and the basic needs and requirements of school age children
- Ability to communicate in both written and verbal form, formulate an effective after school program, plan and direct the work of others, form cooperative relationships with staff and clientele and teach the designed after school curriculum
- Ability to communicate using computer, cell phone, iPad and utilize email, spreadsheets, word processing, desktop publishing, and internet research. Operate audio visual machines, office machines, fax machines, copiers and phone systems

CERTIFICATE REQUIREMENTS

- Site Supervisor Child Development Permit
- Valid CA Driver's License
- TB Test (Current within last 4 years)
- CPR Certificate

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Grass Valley School District staff, and the public. The employee will interact with students and be responsive to first aid needs of students in cases of illness/injuries while on the school site. The noise level in the work environment is usually moderate but can become loud in some circumstances.

MACHINES AND/OR TOOLS USED

Computer, telephone, two-way radio/cell phone, photocopier, pen, paper, books, instructional materials, markers, scissors, art supplies, games, paper cutter, die cut machine, laminating machine, television, overhead projector, DVD/CD players, CD's/DVD's, sports equipment, gardening shovels, microwave, refrigerator, kitchen utensils, vacuum cleaner, etc.

Grass Valley School District

CHILD DEVELOPMENT SITE SUPERVISOR (CONTINUED)

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Perform large and small motor activities with children. See, hear and move quickly to provide safe supervision.
- Tolerate outside weather (heat/cold)
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, kneel, crouch/squat, crawl, stand from a sitting position on floor, use a computer, use a telephone, work without guidance from supervisor, drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

<u>Endurance</u>	<u>Minutes At One Time</u>	<u>Total Hours In An 8-Hour Day</u>
Sit	0-30 min.	3-5
Stand	0-5 min.	0-2
Walk	0-5 min.	0-2
Drive	0-30 min.	0
Keyboarding	0-5 min.	0-2

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
LIFT						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
CARRY						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
PUSH						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				
PULL						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Bend/Stoop				X		
Twist				X		
Crouch/Squat				X		
Kneel				X		
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
ENVIRONMENT						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
HAZARDS: Blood Borne Pathogens and/or bodily fluids						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

Grass Valley School District

CHILD DEVELOPMENT SITE SUPERVISOR (CONTINUED)

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date