SUPERVISOR, CHILDREN’S CENTER
EARLY CHILDHOOD EDUCATION LABORATORY SCHOOLS/CHILDREN’S CENTERS
(Supervisor Designation)
(Range 39)

DEFINITION

Under the direction of the Dean of Workforce and Economic Development, the position involves the overall supervision and administration of the Children’s Center Early Childhood Education Laboratory Schools within the District. The supervisor may also perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Supervisor, Children’s Center Early Childhood Education Laboratory Schools/Children’s Centers is distinguished by the requirement to direct the operation of the Children’s Centers at the San Luis Obispo and North County Campuses.

The Supervisor oversees, supports, and promotes student learning outcomes and institutional effectiveness by ensuring quality program services for children and families and ensuring compliance with State licensing requirements and submitting reports as required.

ESSENTIAL FUNCTIONS

• Ensure developmentally appropriate practice in Infant-toddler and Preschool laboratory classrooms on all campuses;
• Develop and maintain classroom environments and curriculum to create a warm, interactive, intellectually stimulating, physically challenging, and emotionally secure program based on individual children’s and families’ specific needs, including language and cultural values which reflect and support the ECE instructional program in close collaboration with ECE faculty;
• Model and teach appropriate Infant-toddler and pre-school teaching techniques and practices/procedures for staff, laboratory students and parents;
• Oversee individualization curriculum with assessments, observations, conferences;
• Facilitate positive interpersonal relations with parents through parent education, individual conferences, parent meetings and daily parent communication;
• Facilitate positive interpersonal relations with staff through accessibility, positive dialogue, and regularly scheduled staff meetings;
• Develop, review, and update Center policies with the input of Children’s Center staff;
• Coordinate and oversee staff in-service training and professional development;
• Apply for and maintain NAEYC Accreditation;
• Ensure that the Children’s Center philosophy, policies, program and methods follow educational guidelines and pedagogy of the Human Development Division through on-going communication and collaboration;
• Develop and maintain a Center staff manual with input from ECE faculty and participate in ongoing update and refinement of the Laboratory Manual;
• Advocate for and represent the Children’s Program on campus and in the community; provide on-going reports to the Advisory Committee, ECE faculty, Human Development Division, and other related campus and community interest groups;
• Supervise all aspects related to the operation of the Children’s Center/Early Childhood Education Laboratory School;
• Recruit and maintain full enrollment in the Center’s programs;
• Process staff monthly time cards and maintain substitute lists;
• Develop and manage the annual Center budget;
• Maintain health and safety standards including nutritional programs, universal health precautions, emergency procedures, facility and equipment safety for children, parents, staff and College students;
• Arrange for timely maintenance and repair of Children’s Center facilities and plan for equipping indoor/outdoor learning environments;
• Ensure compliance with campus, state, and county regulations concerned with the operation of the Centers; maintain records and submit reports as required by licensing and the District;
• Interview, hire, schedule, and supervise classified staff, hourly assistants and substitute staff;
• Evaluate all staff in the San Luis Obispo Campus Center and the North County Children’s Center;
• Advise and assist program staff in the resolution of work-related problems;
• Schedule and facilitate parent orientations;
• Maintain files of children attending the Centers;
• Maintain staff files for Center licensing purposes;
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Communicate effectively orally and in writing;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Duties may require the physical ability to:

• See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
• Hear and understand speech at normal levels;
• Speak so that others will be able to understand a normal in-person and telephone conversation;
• Sit or stand for extended periods of time;
• Lift and/or carry 50 pounds;
• Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Required Education:
• B.A. Degree in child development, early childhood education, human development or equivalent

Required Certifications:
• Child Development Site Supervisor permit
• First Aid and adult/child CPR certification

Preferred Experience:
• Experience in administering and supervising an early childhood center-based program, including fiscal management;
• Experience in College Lab School setting, including personnel management and the promotion of positive relations; development and supervision of infant/toddler, preschool, and school-age programs;
• Supervision of parent-child-teacher programs; integration of research theory into early childhood center-based programs; ability to motivate and support innovation in early childhood center-based programs.

Knowledge of:

• Both program specific and District operational policies and procedures;
• Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
• Correct English usage: grammar, spelling, vocabulary, and punctuation.

Board of Trustees Approval: 11/3/04
Revised: 12/13/06