

STUDENT CARE CENTER SITE SUPERVISORDEFINITION

Under general direction, the Student Care Center Site Supervisor will implement the Student Care Program. The primary function of this employee is to supervise preschool/elementary students in a before and/or after school time period, to organize activities for these students, to supervise homework that may be assigned, and to maintain a safe and healthful environment for the preschool/elementary age children in the Student Care Center. The Student Care Center Site Supervisor is responsible to the Director of Student Care Centers.

ESSENTIAL FUNCTIONS

- Provide a program of planned activities for before and after school, as well as in-service/non-student days, for preschool and for elementary students of varying ages and abilities.
- Notifies parents when a child is ill.
- Uses instructional materials suitable for verbal and visual instruction of pupils with wide range of cognitive, emotional, mental, and physical maturities.
- Supervises pupils in completion of assigned homework.
- Directs, plans, and coordinates the work of assistant and volunteers in order to obtain the maximum benefit from their efforts.
- Provides Center information to new, continuing, or prospective students and parents.
- Implements and administers a program of customer service which meets the concerns of the Center's clients as well as provides a welcome environment for parents, students, and staff.
- Monitors the budget for the Student Care Center Site.
- Supports program accounting by distributing monthly statements and all necessary communication required by the program.
- Keeps accurate records of contracts and other necessary documents for each child.
- Complies with proposed goals and program objectives.
- Provides appropriate climate to establish and reinforce acceptable pupil behavior and attitude.
- Participates in the supervision of all personnel assigned to the Student Care Center site.
- Provides substitutes for absent staff.
- Cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Maintains professional competence through a monthly District staff meeting, education, and self-selected professional growth activities.
- Plans, selects, requisitions, purchases, and transports necessary supplies for activities and snacks.
- Prepares and serves snack daily.
- Ability to arm lift 40 lbs.
- Maintains a clean and healthy environment.
- Other related duties as assigned.

QUALIFICATIONSCredential(s):

Possession of a valid California Child Development Site Supervisor Permit or other credential authorizing service in a Student Care Center which includes AA with 24 units in Early Childhood Education/Child Development and 16 General Education units, plus 6 Specialization units, plus 2 units Adult Supervision.

License:

Valid California Driver's License.

Training Education and Experience:

Experience of two or more years as a Student Care Associate Supervisor or two years experience working in a Child Care Center, Preschool, or Recreation program.

A degree in Child Development is desirable.

Must obtain and maintain First Aid/CPR Certificate. Willingness to complete such training courses, in-service, or otherwise, as may be required after being hired.