STUDENT CARE CENTER SITE SUPERVISOR

DEFINITION
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.

QUALIFICATIONS
Credential(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.