

DAY CARE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, organizing and supervising the activities of children in a day care program and may include developing, organizing and implementing parenting education and support services for parents including counseling and case management activities. The incumbent is also responsible for staff development and training. The work is performed under the general supervision of higher level staff with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate day care staff, volunteers, and student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the interviewing, selection, and orientation of staff, volunteers and student interns;
Prepares schedules for staff and volunteers; arranges for coverage, as needed;
Oversees the day to day operation of the day care center; conducts staff meetings; reviews lesson plans; monitors food service program regarding USDA requirements and menus;
Prepares and submits reports;
May provide on-going supportive counseling to parents and their families;
May participate in case management activities for parents and attends case conferences;
Represents the center at community meetings; maintains contact with local agencies relative to child care and young parent programs;
Completes required forms and documentation in client records in a timely manner;
Makes work assignments to subordinate child care personnel, reviews work in process and evaluates performance;
Enforces operating policies and procedures in compliance with applicable State and local child care regulations;
Confers with parents to inform them of child's status, accomplishments and problems while at the center;
Organizes and may conduct in-service training programs for day care staff;
Directs activities of children using the center on a daily basis and formulates a weekly plan;
Develops and coordinates a program of regular consultation with supervisory staff concerning the children and the center's activities;
Keeps day care staff informed of health and behavioral problems of the children;
Keeps records of daily attendance, fire drills, snacks, and special projects;
Assumes responsibility for carrying out emergency procedures, and conducts monthly fire drills;

Recommends the purchase of ongoing supplies and materials relating directly to program projects;
May implement a teen-parent program including curriculum, recruitment, advocacy and travel arrangements;
Meets with local officials, groups and workers (including social workers, day care providers, counselors etc.) to share information referrals;
Arranges for individual conference times with the parents and staff;
Supervises lunch time activities;
Supervises and participates in group activities of preschool children;
Supervises and participates in the changing of diapers for those infants and preschoolers not toilet trained;
Supervises and participates in the feeding of children enrolled in the center.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of young child and adolescent development and behavior principles and practices;
Good knowledge of parenting skill development;
Good knowledge of the principles of effective day care;
Good knowledge of methods, materials and equipment used in a day care program;
Good knowledge of teaching methods and curriculum development for infant/toddlers, adolescents and adults;
Ability to oversee day to day operating of the day care program;
Ability to supervise the work of subordinate day care staff, volunteers, and student interns;
Ability to establish and maintain good working relationships with children and others;
Ability to function as a member of an interdisciplinary team;
Ability to provide supportive counseling and case management activities for the teen parents;
High level of sensitivity to the unique needs of parenting teens;
Ability to arrange in-service training programs;
Ability to prepare program records and reports;
Ability to perform work requiring physical exertion;
Willingness to be exposed to disagreeable conditions (e.g., offensive sights or odors, noise);
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in early childhood education, nursery or elementary education or closely related field which included 12 credits of early child-related courses and one year supervisory experience in a child care setting; or

- B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Early Childhood Education, including three years of experience working with children, one of which was supervisory; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.