

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: ADMINISTRATIVE SUPPORT

CLASSIFICATION: CERTIFICATED

JOB TITLE: EDUCATION PROGRAM SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Children's Services or designee, oversee the activities of the designated area and assure effective program daily operations of high quality early care and educational programs that promotes school readiness. Must have child development knowledge, provide leadership, and demonstrate supervisory abilities.

REPRESENTATIVE DUTIES:

Oversee the daily activities of the designated area and assure effective program operations. **E**

Monitor and ensure classroom activities follow curriculum and promote children's social, emotional, physical, and cognitive growth and development. **E**

Oversee and monitor the physical indoor and outdoor environment of each learning center. **E**

Supervise, manage, and evaluate the performance of assigned personnel; make recommendations regarding, disciplinary action, reassignments or terminations of assigned employees; organize advertisement, selection, and interviewing processes. **E**

Plan and deliver professional development and individualized coaching to assigned staff to support quality programming and improvement. **E**

Coordinate regularly scheduled meetings with staff. **E**

Serve as a leader in child development and promote inclusive educational experiences for young children and assure quality planning and implementation. **E**

Review attendance and enrollment documentation and follow-up as needed. **E**

Monitor files and documentation systems to ensure procedures are followed. **E**

Monitor and ensure that all site safety and supervision protocols are followed. **E**

Support staff with effective curriculum implementation and ongoing child assessments. **E**

Oversee timely submission of program reports and review data to ensure continuous improvement, program quality, and support positive child outcomes. **E**

Implement program goals, objectives, policies, procedures, and reports. **E**

Organize and prepare mandated and required federal and state reports. **E**

Select, train, assign work, schedule, delegate responsibility, and evaluate staff's performance. **E**

Maintain adult/child ratio and assure compliance with State Licensing standards and requirements. **E**

Assist with meetings for staff, parents, case studies, etc. **E**

Oversee the preparation and maintenance of various reports; prepare and maintain a variety of records, reports and files related to children, families, and area activities. **E**

Attend meetings and communicate with County Office departments, district personnel and outside organizations to coordinate activities, resolve issues and concerns, and exchange information. **E**

Work with city, county and state government agencies to support public relations and continued operation of the Center. **E**

Maintain training materials as needed. **E**

Responsible for ensuring that facilities meet all State Licensing and funding requirements. **E**

Operate a variety of office equipment to perform assigned duties. **E**

Conduct regular on-site observations of staff to provide feedback to staff in order to achieve positive outcomes. **E**

Visit center sites regularly to maintain communication, support, and monitor staff and operations. **E**

Serve on intradepartmental management teams as necessary. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Diverse cultures

Family Child Care and Child Care Center licensing regulations

Health and safety regulations

Principles and practices of supervision and training

Record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Laws, rules and regulations related to assigned activities

Interpersonal skills using tact, patience and courtesy

Child Care Food Program

Computer hardware and software programs

ABILITY TO:

Oversee the activities of the designated area and assure effective program operations

Supervise and evaluate the performance of assigned personnel

Coordinate effective child development education and child care food nutrition programs

Prepare and maintain a variety of records, files and reports

Establish and maintain cooperative and effective working relationships with others

Prioritize and schedule work

- Make informed decisions and problem solving skills
- Work independently with little direction
- Observe health and safety regulations
- Communicate effectively both orally and in writing
- Maintain confidentiality of personnel, student and family issues
- Lift and carry objects weighing up to 40 pounds
- Operate a variety of office equipment to perform assigned duties
- Operate a computer and various technology devices to complete reports and maintain data
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Baccalaureate or advanced degree in Early Childhood Education with early education teaching experience, or a baccalaureate or advanced degree and equivalent coursework in Early Childhood Education with early education teaching experience and a Site Supervisor's Permit or a Program Director's Permit.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Valid Infant/Child/Adult CPR and First Aid Certificate
- Valid Child Development Site Supervisor or Program Director permit
- Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

WORKING CONDITIONS:

ENVIRONMENT:

- Office
- Child development sites
- Constant interruptions
- Constant noise

PHYSICAL ABILITIES:

- Bending at the waist, squatting and kneeling
- Seeing to observe children in daily activities
- Hearing and speaking to exchange information on the telephone or in person
- Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
- Sitting or standing for extended periods of time
- Reaching overhead, above the shoulders and horizontally to retrieve or store materials
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Drive a vehicle to conduct work

HAZARDS:

- Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Certificated – Unrepresented

FLSA Status: Exempt

Salary Schedule: 270

Approval Date: June 2022