

*Employee Signature* \_\_\_\_\_

## **CHILD DEVELOPMENT PROGRAMS ASSISTANT SITE SUPERVISOR**

### **DEFINITION**

Under general supervision of the Site Supervisor, the Assistant Site Supervisor provides primary supervision and care for children in the before and after school program and preschool program. Responsible for assisting with the management of all functions related to the operation of the center in the Site Supervisor's absence.

### **EXAMPLES OF DUTIES**

- Assists the Site Supervisor with all aspects of the center including enrollment, daily attendance, preparation of materials and activities as well as other duties as defined by the Site Supervisor
- Assumes responsibility for the safety of children while establishing and maintaining a safe and healthy environment
- Supervises children at play, directs play activities and develops play materials as required
- Maintains supervision by giving full undivided attention to the students, keeping up to a 1:20 ratio, physically moving throughout the area while being aware of the location of the students at all times, demonstrating group management skills including but not limited to setting boundaries, enforcing rules, transitional activities and other techniques
- Lead, lesson plan development and assists staff in the organization and implementation of age-appropriate activities which meet the individual developmental needs of the children
- Uses a variety of techniques and strategies to enhance and develop the social, emotional, physical, and cognitive growth of the children while treating them with dignity and respect; utilizing a patient, sensible and respectful tone and demeanor
- Helps children learn to think creatively, solve problems independently, and to respect themselves and others
- Promotes, maintains and encourages good communication, rapport and working relationships with other staff members, school Site staff and parents
- Assists in training staff with all aspects of their position
- Keeps materials, equipment and the general room environment neat, safe and clean
- Models good stewardship for school facilities, playground equipment, and program supplies
- Maintains confidentiality at all times
- Communicates concerns and issues regarding individual students to Site Supervisor
- Participates in regularly scheduled staff meetings and staff development
- Contacts parents when advised while maintaining confidentiality of all students and staff

- Prevents and handles emergencies, accidents, and injuries appropriately when they occur as well as, administering authorized medication and completing necessary paperwork
- Demonstrates dependability by arriving on time and being ready to work at the scheduled shift
- Accepts field trip responsibility when assigned
- Adheres to Board approved Dress Code
- Performs CPR and First Aid as necessary
- Performs other duties as appropriate and as may be assigned

### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

- Child growth and development, instructional, and behavioral needs of children
- Program procedures and policies
- Operation of equipment

#### **Ability to:**

- Establish and maintain cooperative working relationships
- Maintain accurate records as required
- Adapt to wide variety of individual student needs
- Physically and mentally react appropriately and immediately to unexpected circumstances
- Manage and organize a classroom
- Perform non-violent crisis intervention procedures
- Pass Instructional Assistant Proficiency Exam
- Work part-time Monday through Friday
  - Program Hours of Operation: Dismissal until 6:00 P.M.
  - Work Hours: 1:00 P.M. to 6:00 P.M.

#### **Training and Experience:**

- Associates Degree or higher
- At least 12 Early Childhood Education/Child Development Unites preferred
- 1-year supervisory experience preferred
- Current Pediatric First Aid Certificate and Pediatric CPR Certificate desired
- Eligibility for Site Supervisor Child Development permit issued by the California Commission on Teacher Credentialing preferred

**Physical**

Good physical condition; able to pass District required physical.

**ESSENTIAL JOB FUNCTIONS:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to push and pull objects weighing up to 100 pounds
- Able to sustain strenuous manual labor for 3.75 hrs.
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension
  - knee flexion
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner
- Vision which allows accurate observation from a distance
- Able to perform non-violent crisis intervention procedures

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*