UNIVERSITY OF SOUTHERN CALIFORNIA
Child Care Program Specialist/Supervisor
Job Code: 159023

Grade: I
OT Eligible: No
Comp Approval: 10/27/2010

JOB SUMMARY:
Plans and administers a program for a targeted group of children in an infant toddler, preschool, child care center or other child development facility. Ensures program meets California State Department of Education, 1992 (CA licensing) requirements and National Association for the Education of Young Children (NAEYC) accreditation. Supervises assigned child care teachers, child care assistants, student workers and volunteers, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Develops and administers a comprehensive program for a targeted group of children integrating all required components including basic care, education, social service, nutrition and parent involvement and education. Maintains appropriate records and documentation, files reports as required by government or agency guidelines and regulations. Confers with health and social service personnel as required.

Plans, develops and administers program curriculum which promotes social, physical and intellectual growth.

Supervises program staff and volunteers. Sets program goals and objectives. Assists Child Care Director in recruitment, screening and hiring. Trains staff. Evaluates staff performance and provides feedback. Counsels and offers guidance as needed.

Ensures program compliance with state licensing requirements and National Association for the Education of Young Children (NAEYC) criteria.

Assists with the development and administration of the program budget. Plans activities with budget limitations in mind. Ensures program operates within established budget.

Plans and coordinates staff development activities, parent education and parent involvement activities.

Teaches children according to approved instructional programs at a rate and level commensurate with expected progress of each child.

Evaluates children on an individual basis through anecdotal records with American Society for Quality (ASQ) or other assessment tool and portfolio of each child. Supports teachers with parents’ meetings to discuss child’s progress and to provide counsel or advice as appropriate.

Maintains a safe, suitable learning environment that meets overall site philosophy and emerging needs of all children. Encourages critical thinking through use of stimulating questions and ideas. Uses a variety of methods and materials.
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No

[ ] Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Highly skilled child care teacher with sufficient administrative and leadership experience and skills to plan and administer a program for young children. Knowledge of child development theory and best practices in early childhood group care and education.

**Preferred Education:**

Master’s degree

**Preferred Field of Expertise:**

Master’s Degree

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conceptualization and design
- Counseling
- Curriculum development
- Interpretation of policies/analyses/trends/etc.
- Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Research
Scheduling
Staff development
Supervisory skills
Teaching/training

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Fax
- Personal computer
- Photocopier

Supervises: Level:

Supervises employees who do not supervise.

Comments:

Responsible for the ability to lift a child, bend and stoop to the level of a child, and be agile enough to move quickly and respond to children's actions.

SIGNATURES:

Employee: ___________________________ Date: ___________________________
Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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