

## **CHILD DEVELOPMENT CENTER SITE SUPERVISOR**

### **BASIC FUNCTION:**

Under the direction of the Child Development Center Director fulfills the role of Center Director as defined by Title XXII of the California Code of Regulations and Title V California Department of Education Program Standards. Provides direct staff supervision and teaches preschool children as needed to meet ratio requirements. Organizes and conducts parent education and parent involvement activities and oversees parent conferences. Train and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Ensure compliance with Hartnell College Board Policies and Administrative Regulations, State of California Title 5 and 22 codes, Child Care Food Program Regulations, Child Development Center policies and procedures, Accreditation Criteria of the National Academy of Early Childhood Programs and other applicable regulations and guidelines. *E*

Responsible for the daily operation of a campus child development center. *E*

Provide direction, guidance and support to assigned staff; evaluate staff according to established policies and procedures. *E*

Supervise enrollment process and assure children are enrolled in accordance with the State Preschool Program guidelines. *E*

Monitor and supervise activities within the center to assure that enrolled children and their families receive services in accordance with Title 5 and 22 guidelines. *E*

Prepare and submit supply requisitions and maintain inventory of center supplies and equipment. Purchase needed food and other supplies in accordance with Hartnell College policies and procedures. *E*

Make regular classroom observations for the purpose of strengthening the early childhood education provided to the children and assuring developmentally appropriate



