

DAY CARE ON-SITE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES Day Care Center and involves responsibility for assisting in planning, organizing, and supervising the activities of subordinates engaged in caring for children in a day care program. The incumbent is also responsible for assisting in staff development and training. The work is performed under the supervision of a higher level administrator. Supervision is exercised over the work of subordinate Day Care Workers and Day Care Specialists. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes work assignments to subordinate child care personnel and reviews work in progress and evaluates performance;

Aids in developing and updating curriculum suitable to children's needs;

Assists in developing operating policies and procedures in compliance with applicable state and local child care regulations based upon the number of children, their ages, and legally prescribed staff/children standards;

Enrolls children in the center;

Communicates with parents to inform them of child's status, accomplishments and problems while obtaining information regarding children's individual needs;

Organizes and may conduct in-service training programs for staff;

Assists in directing activities of children using the Center on a daily basis and formulates short-range and long-range plans and schedules for staffing activities;

Keeps staff informed of health and behavioral problems of the children;

Keeps records of daily attendance, fire drills, snacks, and special projects and arranges to collect fees from parents for services rendered in child care;

Maintains community contacts by participation in professional meeting and training;

Arranges for individual conference times with the parents;

Supervises and participates in group activities of children at the center.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of young child development and behavior principles and practices; good knowledge of the principles of effective day care; good knowledge of methods, materials, and equipment used in day care programs; ability to plan and organize elements of day care programs; ability to supervise the work of subordinate day care staff; ability to establish and maintain good working relationships with children and others; ability to arrange orientation and in-service training programs; ability to prepare program records and reports.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in nursery education, child care, early childhood development, early child education, human services, or a closely related field **AND** two (2) years of experience in a day care center, preschool program, or child care program in a supervisory position; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as defined in (A) above; **OR**
- C. An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: In-home babysitting is not considered acceptable experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.