

Summary of Duties: Plans, coordinates, supervises, and conducts a child care program in compliance with state and local regulations at a City operated, State licensed pre-school, school age or combination day care center; assigns, reviews and evaluates the the work of child care employees engaged in the care and supervision of child care participants; applies sound supervisory principles and techniques in building and maintaining an effective work force, and fulfills affirmative action responsibilities.

Distinguishing Features: A Child Care Center Director is responsible for the complete operation of a child care program at a facility licensed for this purpose. A Child Care Center Director differs from a Recreation Director or Senior Recreation Director in that the primary responsibility of a Child Care Center Director is to provide and supervise child care, while a Recreation Director or Senior Recreation Director may be responsible for an entire recreation center and program recreational activities for a community. An employee of this classification receives written and verbal assignments and supervises Child Care Associates and part-time staff of a child care program.

Incumbents in the class of Child Care Center Director, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: A Child Care Center Director plans and implements a child care program based on State regulations, City regulations, and department policies and procedures; supervises the research and organization of a schedule of age-appropriate activities that develop motor, creative, learning, and social skills and that reflect the socioeconomic and ethnic characteristics of the service area; supervises explanation, demonstration, and conduct of games and activities including music, dance, drama, arts and crafts, and storytelling; organizes, supervises, and assists children in completing school homework activities; controls behavior of children who are program participants and enforces rules and discipline as outlined in the discipline procedure applicable to participants and gives first aid and maintains first aid equipment.

Recruits and selects day care center staff in compliance with State and City regulations; supervises and trains Child Care Associates and part-time staff on State and City Regulations and Department procedures and standards; assigns staff to activities; and directs and evaluates the work of subordinates. Supervise and assists in daily facility set-up and maintenance, including arranging chairs and tables, play equipment and the designate rest area; oversees clean-up by staff and children; and request

changes, rearrangement or repairs of equipment and facilities.

Maintains records, including enrollment and attendance, check-in and check-out systems, behavioral reports on program participants, resource and referral files, plans of operation, personnel files of staff, and health and identification records for participants. Reports and records accidents and special occurrences according to State and City guidelines, schedules parent conferences, and prepares staffing schedules, van pick-up schedules, requisitions for supplies, and time sheets. Meets with evaluators from the State Department of Social Services and ensures that facility records are in compliance with State regulations. Collects, accounts for and transmits program fees and completes related records in accordance with Department policies and procedures. Enforces proper registration of participants in programs by ensuring that participants meet applicable State of California Department of Education eligibility requirements.

Develops a public relations plan to inform the community of services and activities; meets with community members and organizations; and recruits, trains and directs volunteers for the child care program; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: A good knowledge of the State of California manual of policies and procedures for Day Care Centers and a good knowledge of the specific regulations which apply to the child care facility as it relates to staff, participants and the physical plant. A good knowledge of principles and practices applicable to planning, organizing, conducting and coordinating recreational activities at a child care center; a good knowledge of a wide variety of play, recreation and craft activities and equipment suitable for children of various ages, interests and capabilities.

A good knowledge of the potential hazards at municipal recreation facilities, including swimming pools; a good knowledge of safety principles and practices applicable to municipal recreation facilities; and working knowledge of first aid principles and techniques.

A good knowledge of principles and practices of public relations and publicity; a good knowledge of principles and practices of supervision; and a general knowledge of laws and regulations relating to equal employment opportunity and affirmative action. d f d

A good knowledge of supervisory principles and practices including planning, delegating and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluation of subordinate work performance; a good knowledge of techniques for r

counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures of grievance handling; a good knowledge of supervisory responsibility of EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principles and practices; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures;

The ability to apply State regulations as they relate to all aspects of child care; to organize, conduct and direct play and recreational activities for children of various ages and ethnic groups; the ability to maintain operating records and assist in preparing narrative reports and recommendations; to speak clearly and effectively in public; to promote and publicize services to the public; to deal tactfully with co-workers, supervisors, children and the public; and to understand and follow oral and written instructions.

The ability to establish and maintain a work environment to enhance both employee morale and productivity; the ability to apply sound supervisory principles and techniques; and the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Requirements: A four year degree from a recognized college or university with a major in Early Childhood Education or Child Development, including at least three (3) semester or five (5) quarter units in program administration or staff relations, and one (1) year of full-time teaching experience in a licensed day care center or comparable group child care program.

Must be eighteen years of age.

License: A valid California driver's license and a good driving record are required.

Physical Requirements: Strength, coordination, body movements and agility, and equilibrium as required to demonstrate and participate in games, sports and rhythmic activities involving running, bending, stooping and throwing movements; speaking ability as required to conduct training sessions; normal hearing; and normal vision corrected if necessary, including normal color perception. In addition, a negative test for tuberculosis within the last twelve months is required.

Persons with medical limitations may, with reasonable accommodations be capable of performing the duties of some of the positions in the class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position and the appointing authority's ability to effect reasonable accommodations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this

specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any positions shall be.