

DAY CARE SUPERVISOR

Code No. 4-18-257

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the implementation and supervision of group activities for children eight weeks to five years attending a high school based day care program. The work involves the planning and execution of daily activities. Direct supervision is received from the Director, Pupil Personnel Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in the development, implementation and supervision of curriculum for the day care center;

Ensures regulations governing program design are adhered to and reports problems to Director;

Assists in planning and implementing parenting education curriculum and activities in conjunction with other staff;

Works in cooperation with health staff to establish and implement health policies and procedures;

Acts as liaison between day care program and other community resources and makes referrals as necessary;

Explains program policies and procedures to parents and school staff;

Assists in evaluating children and program; keeps accurate enrollment and attendance records;

Orders supplies for center as needed, keeping within budget allowance;

Reports all suspected cases of child abuse/neglect to Department of Social Services and maintains records on incidents.

Participates in in-service training;

Maintains fire, health and safety standards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of infant and toddler care and behavior; good knowledge of the practices and procedures involved in child care; good knowledge of the regulations governing the day care center; ability to express oneself clearly both orally and in writing; ability to develop, implement and supervise day care curriculum; ability to deal effectively with infants and toddlers; record keeping ability; patience; initiative; integrity; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Early Childhood Education, Recreation, Human Services, Nursing, or a related child care field, plus one (1) year of paid full-time or its part-time equivalent experience in a supervisory capacity working with pre-school children in a structured environment such as a day care center or a pre-school; OR

(B) Two (2) years of college level education with at least twelve (12) credit hours in child-care related courses as defined in (A) above; and one (1) year of experience as defined in (A) above, OR

(C) Three (3) years of full-time paid or its part-time equivalent experience working with pre-school children such as a day care center or a pre-school, one (1) year of which shall have been in a supervisory capacity; OR

(D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 12, 1984