



## Early Child Care Program Specialist/Supervisor Job Description

### JOB INFORMATION

<i>Job Code:</i>	159023
<i>Job Title:</i>	Early Child Care Program Specialist/Supervisor
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees who do not supervise.
<i>Job Family:</i>	Child Care/Education Services
<i>Job Family Group:</i>	Child Care Services
<i>Management Level:</i>	6 Supervisor

### 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 QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Highly skilled child care teacher with sufficient administrative and leadership experience and skills to plan and administer a program for young children.
X		Knowledge of child development theory and best practices in early childhood group care and education.

## Licenses

Req	Pref	License(s)
X		California Commission on Teacher Credentialing Child Development, Site Supervisor Permit or higher.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.