

City of South San Francisco
Human Resources Department

Childcare Assistant Supervisor
Class Description

Definition

Under the general supervision, assists with professional duties consisting of, but not limited to planning, developing, coordinating, implementing and evaluating programs in the childcare program area including licensing, grant funded, special needs, and special events; and does related work as required.

Distinguishing Characteristics

This position is distinguished from the Recreation Supervisor in that the latter has full supervisory responsibilities. The Childcare Assistant Supervisor is responsible for assisting with the supervision of programs and childcare staff in all programs, including full-time and hourly employees. Incumbents may provide support for inter-divisional programs and functions.

Typical and Important Duties

1. Assists with planning, organizing, developing, scheduling, enforcing rules, and evaluating child care programs and special events, as well as overseeing day to day operations of assigned program area.
2. Assists with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work schedules.
3. Conducts and attends a variety of training seminars, staff meetings, community and recreation meetings as needed.
4. Maintains inventory of supplies and equipment; distributes supplies and equipment, assists with ordering supplies and equipment for Childcare and its programs and follows through on purchases.
5. Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures.
6. Researches and prepares studies, reports, and memorandum on related subjects.
7. Utilizes computers for word processing, database management, and specialized recreation software.
8. Assists with the collection and recording of applicable program area revenues.
9. Assists in the preparation and administration of applicable federal, state, and county special project grants.
10. Assists supervisor with preparing and administering individual program budgets as appropriate; monitors expenditures and payroll in accordance with established procedures.
11. Serves on internal and external committees and boards as requested.
12. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of

- Childcare, recreation, licensing application and regulations, cultural and human services, and social needs of the community.
- Theories, techniques, and methods of child development, curriculum design and implementation, and implementing a variety of recreation, childcare, and human services programs.
- Principles of supervision, training, and staff development.
- Pediatric CPR and First Aid.
- Principles and practices of childcare and public administration, including budgeting, purchasing, and personnel management
- Reporting and regulations of state, federal and private grant programs
- Computer applications related to the work, including word processing, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Principles and practices of technical report and business letter writing.
- Principles and practices of customer service.
- English usage, spelling, punctuation and grammar.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.

Ability to

- Develop and implement childcare and recreation programs to meet the needs of the community.
- Supervise, schedule, train, coach, and evaluate staff.
- Assist with the development and administration of program area budget.
- Interpret, and explain applicable City, department, and division policies, and procedures.
- Effectively maintain the division operations in the supervisor's absence.
- Prepare reports, grants, memorandums, staff reports, and other written correspondence.
- Use English effectively and communicate in person, over the phone, and in writing.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with supervisor.
- Make accurate arithmetic calculations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, department, and division effectively in contacts with representatives of the other agencies and organizations, City departments, and the public.
- Use initiative and independent judgment with established procedural guidelines.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.

- Work in a safe manner, following City safety practices and procedures and modeling correct City safety practices and procedures; enforce adherence to safety policies and procedures; identify, correct, and report unsafe conditions

Skill in:

- Using a personal computer and associated applications.

Experience and Training:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Two years of progressively more responsible coordinator/director, lead teaching, or supervisory experience in the delivery of licensed childcare services.

Training: Equivalent to a bachelor's degree from an accredited college or university with major coursework in child development, recreation, education, or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time, vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in typical office, classroom, and/or field and work setting.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening and weekend events.

Approved: November 2015
Revised Date: N/A
Former Titles: None
Abolished: N/A
Bargaining Unit: Mid-Management
ADA Review: 9/2015
DOT: No
Physical: Yes
Status: Classified/Nonexempt
EEOC Category: EF3/EJ5
Job Code:

ADA-Documentation of Essential Duties

1. SDE
2. SDE
3. MWE
4. MWE
5. MAE
6. SAE
7. SDE
8. SDE
9. OAE
10. OAE
11. OAE
12. OAE