



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Child Care Supervisor

Reports to: Child Care Director

Work Year: 10 months/190 days

Salary Range: Child Care Salary Schedule Range 1

Definition: Under the general direction of the Childcare Director, coordinates an individual on-site childcare program of the Moraga School District.

Representative duties:

- Assists in planning schedules for Child Care Leaders and Child Care Aides.
- Fills in for Child Care Leaders and Aides as needed.
- Reviews employee time sheets for accuracy
- Assists in facilitating staff meetings
- Provides operational updates to Directors
- Ensures adherence with safe work practices and applicable standards and procedures
- Maintains appropriate standards of student behavior
- May assist students in toileting and other specialized health care services
- May administer medication and first aid
- Plans daily student activities
- Plans master snack schedule
- Maintains communication with school site principal
- Participate in parent conference, Club and school-related meetings
- Writes and distributes a monthly newsletter
- Maintains a variety of records
- Monitors budget and inventory. Estimate supplies and equipment required for efficient operation of the Club.
- Purchase and orders supplies as necessary. Tracks receipt of orders and follows up to ensure timely restocking of supplies.
- Perform other related duties as assigned

Ability to:

- Assist with medical and safety emergencies in a calm manner
- Work effectively with children
- Effectively plan and coordinate activities that fit the needs and interest of children in the Club
- Communicate satisfactorily in oral and written instructions
- Understand and carry out oral and written instructions
- Maintain calm and patience in stressful situations
- Maintain the confidentiality and security of sensitive information
- Establish and maintain cooperative and effective work relationships
- Work collaboratively with groups in assessing needs of the program



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- To establish and maintain cooperative relationships using tact, patience and courtesy with students and adults
- Analyze data. Prepare clear and concise reports
- Prepare and maintain accurate and complete records
- Interpret laws, regulations, policies, and procedures pertaining to the administration of childcare programs
- Operate a variety of electronic equipment and kitchen tools and appliances used in the Child Care Club.
- Work independently
- Meet schedules
- Multi-task

Knowledge of:

- Correct English usage, spelling, grammar and punctuation
- General clerical principles, practices, and office procedures
- Rules and regulations related to assigned school and child care club
- Principles and practices of monitoring student behavior
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Health and safety regulations
- Child care program operation

Skills

- Effective oral and written communication skills
- Computer skills in a variety of computer programs
- Basic clerical functions
- Perform basic mathematical calculations

Education: High School diploma required. Minimum of 48 college level units. Preferred coursework in the areas of childhood development or elementary education, or three years of experience in elementary education program leadership or child care program leadership

Experience: Three years of child care experience overseeing staff and elementary school age children in group and individualized situations.

Physical Requirements: Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, approximately 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.



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The Moraga School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.