

TITLE: FAMILY SERVICES SUPERVISOR

Knowledge of

1. Appropriate techniques used in positively influencing and motivating children.
2. Budget preparation and control.
3. Classified Bargaining Unit contract and negotiation techniques.
4. Competency and skills involving interpersonal/group dynamics, conflict resolution, and appropriate positive customer and community relations.
5. District organization, operations, policies, and objectives.
6. Effective public speaking techniques.
7. Federal, state, and local laws, codes, and statutes specific to program being supervised.
8. General concepts child growth/development, family relations, child behavioral characteristics, positive parent/child relationships, early childhood education/school age administration, early childhood education/school age child care curriculum and/or accounting practices.
9. Grant research, writing and administration techniques.
10. Interpersonal skills using tact, patience, and courtesy.
11. Management best practices policies, and procedures relevant to program being supervised.
12. Operation of early childhood education/school-age child care and parent/family education programs.
13. Oral and written communication skills.
14. Principles and practices of supervision and training relevant to program being supervised.
15. Safety rules and regulations for this position.
16. Strong skills in English usage, writing, and math.
17. Written and/or spoken Spanish language desired.

Ability to

1. Analyze situations accurately and adopt an effective course of action.
2. Assemble and analyze data and make appropriate recommendations and reports as required.
3. Be a productive and active team member.
4. Communicate effectively both in both oral and written forms.
5. Coordinate, develop and/or conduct workshops and training seminars.
6. Assist in the development of the annual budget specific to program assigned.
7. Effectively supervise a variety of personalities with a minimum of disruption.
8. Effectively plan for and manage change.
9. Efficiently and effectively plan and organize work.
10. Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
11. Exercise confidentiality, independent judgement, and problem-solving skills related to specific areas of responsibility.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Implement current, researched based trends relevant to program being supervised.
14. Initiate new and innovative programs relevant to program being supervised.
15. Interpret and apply provisions of State Education Code and various regulatory agencies.
16. Maintain, record, and prepare accurate financial records, records of inventory, and child participation relevant to program being supervised.

Ability to (continued)

17. Meet schedules and timelines.
18. Operate office machines and equipment including a telephone, copier, personal computer and calculator proficiently.
19. Organize a wide range of activities relevant to program being supervised.
20. Participate in the development of policies and procedures relevant to program being supervised.
21. Prepare narrative and statistical reports as required.
22. Present and maintain a pleasant appearance and demeanor.
23. Read, interpret, apply and explain rules, regulations, policies and procedures.
24. Receive and give information over the telephone or in person in a courteous manner.
25. Select, supervise, train, and evaluate assigned staff.
26. Supervise assigned program of the District as established by the Board of Education and State of California.
27. Understand and carry out verbal and written instructions, policies, and procedures.
28. Work both collaboratively and independently.
29. Work successfully with diverse groups of people.
30. Supervise staff in assigned program.
31. Participate in the development of policies and procedures specific to assigned program.
32. Interpret and apply provisions of State Education Code and other various regulatory agency requirement specific to assigned program.
33. Learn and establish 504 plans for children.

Training and Experience

1. Current California Commission on Teacher Credentialing Child Development Site Supervisor Permit or current California Commission on Teacher Credentialing Master Teacher Permit and the ability to obtain California Commission on Teacher Credentialing Child Development Site Supervisor Permit within six months of hire date which includes: completion of an Associate degree of 60 semester units; completion of 24 semester units of course work in early childhood education/child development including at least one course in each of the following areas: child/human growth and development; child, family and community, or child and family relations; and programs/curriculum. Completion of six additional semester units of coursework in administration and supervision of child care and development programs. Completion of two semester units of adult supervision course work.
2. Completion of 350 days of experience in an instructional capacity in a child care/development program, working at least three hours per day within the last four years. Experience must include 100 days of supervising adults in a child care/development program.
3. Current California Emergency Medical Authority approved pediatric first aid certificate and cardio pulmonary resuscitation (CPR) certification.
4. A good work history demonstrating dependability and reliability.

REPORTS TO: Director of Family Services

JOB GOAL: To efficiently and effectively develop, implement, and supervise the daily operation of the assigned programs including: accounting, health and safety of children, program development and implementation, classroom management, staff relations, customer relations, and sustainability.

ESSENTIAL FUNCTIONS

1. Develops, implements, and supervises assigned programs following established procedures, practices, and methods to ensure adherence to laws, regulations, and policies.
2. Maintains high standards for the assigned programs with emphasis on appropriate child development and management principles and practices.
3. Selects and plans appropriate and effective activities and equipment for assigned program.
4. Assumes responsibility for the quality of the assigned program with the use of standardized age/development appropriate practices.
5. Participates in the selection, assignment, and evaluation of program personnel; developing and implementing established duties and work schedules for employees.
6. Provides on-the-job training and instruction of personnel to develop maximum efficiency, effectiveness, and safety.
7. Maintains high standards of sanitation, safety, and programming.
8. Develops and maintains harmonious relationships with school personnel, parents, program staff, and children.
9. Supervises the maintenance of records of children attendance, supplies, and equipment; providing necessary information for attendance/ financial accounting, and supply/equipment inventory.
10. Checks various operational reports for completeness and accuracy.
11. Assists in establishing program specific budget and monitoring the operation to assure adherence.
12. Serves as a resource person for program personnel in coordinating program curriculum.
13. Supervise the development and implementation and participates in workshops, in-service training, seminars and conferences; District in-service training as required.
14. Assumes responsibility for the security of revenue until turned over to proper authorities.
15. Supervises the development, implementation and daily operation of assigned program activities.
16. Inspects assigned program sites regularly for appropriate activities and procedures.
17. Regularly inspects all equipment, indoor and outdoor, is in a safe, working condition, and notifies appropriate authority when repairs or replacements are needed.
18. Demonstrates and suggests appropriate methods of child discipline and motivation.
19. Serves as a resource to parents with respect to parent/ family education.
20. Serves as a liaison to various civic, community, social services, health services and counseling services entities related to the assigned program.
21. Participates in the development and implementation of a plan for soliciting community and corporate support for MVUSD Family Services programs through activities that include but not limited to grant writing and fund raising.
22. Knows and understands the Mission and Core Values of the district.
23. Performs other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
9. Able to push and pull objects weighing up to forty (40) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for professional personnel. The evaluation will be completed by the Director of Family Services.

Approved by:	Board of Education	Date:	10/09/1997
Amended by:	Board of Education	Date:	09/14/2001
Amended by:	Board of Education	Date:	12/13/2001
Amended by:	Board of Education	Date:	12/19/2002
Amended by:	Board of Education	Date:	04/23/2015

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**