



QUALIFICATIONS FOR
SUPERVISOR, CHILDREN'S CENTER

TRAINING

- Required: -Any permit or credential authorizing service as a supervisor in a children's center
- Preferred: -Master's Degree
-Training beyond permit or credential requirements in school administration and supervision

EXPERIENCE

- Required: -That required for the permit or credential
- Preferred: -Experience supervising in a children's center or other pre-school setting
-Experience teaching in a children's center or other pre-school setting

OTHER QUALIFICATIONS

- Knowledge of: -Development stages, general needs and behavior of pre-school and school-age children
-Early childhood education
- Ability to: -Communicate well, both orally and in writing
-Plan and supervise the work of others
-Establish and maintain cooperative and effective working relationships
-Learn and apply the rules and regulations concerning the operation of a children's center program as specified by the California Department of Education and the California Administrative Code
-Evaluate teacher effectiveness

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF SUPERVISOR, CHILDREN'S CENTER

Primary Function

The Supervisor, Children's Center, is responsible as instructional leader and line administrator, for the total operation of the Children's Center and for establishing the necessary climate for effective instructional experiences that will enable students to make optimum progress toward the attainment of District goals.

Duties and Responsibilities

The Supervisor:

1. Communicates with Children's Center and District staff, parents and the community regarding educational policies, programs and operational procedures of the Center;
2. Assists Children's Center staff to develop responsible student citizenship;
3. Initiates, implements, coordinates and evaluates plans and procedures for revising, updating and refining the educational programs and operations of the Center including appropriate in-service activities;
4. Plans, organizes, staffs, directs and controls all programs of instructions in the Children's Center;
5. Selects, assigns, in-services and evaluates all assigned personnel;
6. Evaluates all instructional programs and related conditions of the Center requisite to the ultimate achievement of District goals;
7. Works cooperatively with other departments and division heads to ensure support and articulation for the operation of the Center;
8. Establishes, distributes and expends within budgetary restrictions, financial resources under his/her assigned classifications;
9. Assesses, interprets and resolves problems calling for immediate action in areas not specifically treated by program, policy, regulation or law;

Supervisor, Children's Center – Page 2

10. Establishes and maintains contact with county and state agencies in matters related to the operation of the Children's Center;
11. Assists the supervisor in carrying out other duties and responsibilities as directed;
12. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
13. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.