

CHILDREN'S PROGRAM SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This work has responsibility for overseeing the daily operations of the drop-off childcare program at SUNY Broome to ensure the well-being, safety, and development of the children in the program. The work is performed under the direct supervision of the Associate Vice-President of Student Development and Dean of Students or designee. Supervision is exercised over childcare staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Ensures that all parents/guardians using the drop-off and pick-up care follow established policies and procedures, and records duration of child's stay;
Identifies and verifies student status, and estimated duration of stay;
Collects emergency contact information from parents/guardians;
Ensures that all children's required immunization and vaccination attestations are up to date;
Verifies that permission is on file to administer emergency medication if applicable;
Conducts visual and safety observations on children upon arrival, noting and documenting any visible injuries, signs of illness, or other concerns in accordance with established procedures;
Keeps staff informed of any health and behavioral problems of the children;
Ensures capacity requirements are maintained and continuous supervision of the children is provided;
Maintains a clean, safe, and secure environment for the children;
Makes minor repairs on materials and equipment as needed;
Maintains the children's play area, toys, equipment and surfaces to an appropriate standard of hygiene and safety;
Maintains and orders supplies, snacks, and equipment for the facility;
Creates childcare staff schedule and assigns work;
Reviews childcare staff work performance and evaluates performance;
Has responsibility for carrying out emergency procedures;
Coordinates monthly evacuation drill and quarterly shelter-in-place drills with SUNY Broome Public Safety department;
Participates in ongoing professional development requirements and facility and campus emergency procedures training, CPR/First Aid certification, and health and training expectations;
Documents behavioral concerns and communicates concerns to parent/guardian in a professional, respectful manner;

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Redirects children exhibiting inappropriate behaviors, provides corrective guidance, and implements appropriate interventions as needed to ensure a safe and positive environment;
Maintains a safe environment and ensures all activities comply with applicable state regulations, health and safety standards, and College policies;
Maintains and prepares accurate record keeping of childcare registration and safety log;
Demonstrates, by role modeling, good sportsmanship, teamwork, and respect for each other.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of young children's development and behavior principles and practices;
Good knowledge of parenting skill development;
Good knowledge of the principles of effective childcare;
Good knowledge of principles needed to create an effective child drop-off center;
Good knowledge of methods, materials and equipment used in a childcare program;
Ability to oversee day to day operating of the childcare program;
Ability to supervise the work of subordinate staff, volunteers, and student interns; Ability to establish and maintain good working relationships with children and others;
Ability to function as a member of an interdisciplinary team;
Ability to observe and describe children's behavior;
Ability to communicate effectively both orally and in writing;
Ability to perform work requiring physical exertion;
Willingness to be exposed to disagreeable conditions (e.g., offensive sights or odors, noise);
Willingness and ability to work evenings and weekends as required;
Willingness to attend required trainings and comply with all program, safety, and child supervision requirements.

MINIMUM QUALIFICATIONS:

A) Possession of an Associate's degree in early childhood education and two years of experience working with children, one of which was in a supervisory or leadership capacity.