

CHILD DAY CARE TRAINING/PROGRAM DEVELOPMENT SUPERVISOR

This is administrative and supervisory work in the development and management of a comprehensive training system for internal staff and public/private service providers associated with the Office of Day Care Services. Employee must ensure that the training and technical assistance provided to caregivers, local day care coordinators, purchasing agencies' staff, and internal staff are consistent with overall policies and goals as developed by the Office of Day Care Services. In the development and implementation of training modules, workshops, or seminars, employee supervises a small team of consultants who are assigned to specific geographical areas of the State. To ensure the appropriate delivery of training or technical assistance, employee identifies and mobilizes multiple training resources on a state-wide basis; coordinates the dissemination of informational and educational materials related to child care; and ensures the availability of training/education programs for any staff engaged in the development and expansion of day care programs in the State. Work may include other related assignments as determined by appropriate management. Employee reports to a Child Day Care Program Manager.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee determines unit work strategies in relation to broad work objectives determined by the Office of Day Care Services management team. Work involves evaluating subordinate staff's requirements for meeting providers' needs for training or technical assistance; suggesting priorities for completing work assignments; and coordinating the delivery of training programs on a statewide basis. Employee provides input to higher level management on the short-range planning needs of the unit based upon assessments of training needs throughout the State.

Organizing and Directing - Work involves coordinating individual staff expertise in specialized day care/child development areas across regional lines to ensure that all day care providers in the state receive equitable assistance. Employee redirects or temporarily reassigns subordinate staff to meet providers' needs. Unit work and staff assignments may be based on referrals received from Child Day Care Program Specialists as to special or urgent needs for providing training or technical assistance.

Budgeting - Because budgeting is a centralized function within the office of Day Care Services, employee is minimally involved in the development, justification, or allocation of funds. Employee manages a small unit budget necessary for staff administrative expenditures or travel reimbursements.

Training - Based upon office-wide needs assessment, employee identifies staff training requirements and arranges attendance at relevant workshops and educational courses. Work involves providing formal or informal training for subordinate staff in work planning, team building, child development, adult learning theory, and training methodology.

Setting Work Standards - Work involves implementing work standards as determined by the management team and ensuring that work methods and procedures are consistently applied within the unit. Employee may recommend establishment of new standards or modifications to existing standards to the Child Day Care Program Manager for consideration by the management team.

Reviewing Work - Employee evaluates subordinate staff's work on a quarterly basis to assess levels of efficiency and to determine quality of work performed. Work is reviewed informally during periodic staff meetings or weekly teleconference meetings with staff when working in the assigned region.

Counseling and Disciplining - Employee resolves informal complaints or grievances in accordance with established Department of Human Resources guidelines and policies. Employee may recommend oral and/or written warnings and recommend disciplinary action to the immediate supervisor.

Performing Other Personnel Functions: Employee conducts initial interview of applicants for positions supervised and recommends the selection of the most appropriate candidate to the immediate supervisor. Employee is responsible for maintenance of the job design for subordinate positions, approves requests for leave, and recommends salary adjustments for supervisor's review.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Advances in technology related to the delivery of standardized training modules, frequent shifts in program direction, and uncertain availability of training funds require employee to periodically reassess unit work plans, priorities, and objectives.

Variety of Work Supervised - The work is principally related to the administration and delivery of child day care services in the State with an emphasis on technical consultation and provider/staff education.

Number of Employees Responsible For - Employee is responsible for the administrative and technical supervision of three professional employees and one administrative support staff.

III. EXTENT OF SUPERVISION RECEIVED: The employee submits to an immediate supervisor weekly summaries and quarterly status reports regarding the unit's progress in meeting established work objectives and completing short-range goals. Biweekly conferences are scheduled with the supervisor to discuss immediate needs, problems, and concerns. Employee does not initiate major organizational or program changes without review and consent of the immediate supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees supervised generally observe standard office hours. The work force supervised is considered stable. Subordinate staff members are assigned a geographical division of the State and maintain an office in the assigned regional location.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of general theories, practices and principles of child development as related to day care services to include the educational, social, and cognitive needs of infants and pre-school children. Thorough knowledge of human services delivery systems and associated community resources which may support day care services in local settings; considerable knowledge of community dynamics and theories of community organization; considerable knowledge of child development and related curricula offered by community academic/educational facilities. Thorough knowledge of staff development/training practices and principles with an emphasis on the design and development of training programs and course curricula. Ability to assign work and supervise subordinates in completing quarterly and annual work plans; to exercise judgement and discretion in interpreting and applying management directives in regard to training priorities and requirements; and to meet and deal effectively with the management team and private consultants involved in the design and development of day care training materials.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in child development, early childhood education, special education, social work, or related human services area and four years of experience in a day care or related setting involving the administration or coordination of a comprehensive program of day care services or supervision and management of staff training and development activities in a human services area; Master's degree in one of the above areas and three years of experience in a day care or related setting involving the administration or management of a comprehensive program of day care services, or in conducting staff development/training activities in a human services area, as an instructor at the university or community college level, or as a specialist in curriculum design/planning at the university or community college level; or an equivalent combination of education and experience.