

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Child Development Registration	CLASSIFICATION:	Classified Non-Represented Supervisor
SERIES:	Supervisor II	FLSA:	Exempt
JOB CLASS CODE:	1666	WORK YEAR:	12 Months
DEPARTMENT:	Child Development	SALARY:	Range 16 Salary Schedule G2
REPORTS TO:	Assigned Supervisor	HR APPROVAL: HR REVISION:	08-31-10

BASIC FUNCTION:

Supervise, plan, organize, coordinate, and direct the activities, projects, and work of assigned staff and the daily operation of the Child Development Department Registration Center which provides public information and registration services to low-income families seeking care and educational opportunities; supervise and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Supervisor of Child Development Registration has detailed knowledge of and ensures that the program's operation meets federal performance standards, state funding terms and conditions, and local community care licensing requirements related to the eligibility, registration, selection, enrollment, fee processing, and attendance reporting. The supervisor demonstrates expertise in computer applications, performs tasks which require a high level of organizational skill, and utilizes independent judgment and analysis.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Supervise, train, mentor, evaluate, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Collect, compile, interpret, and manage data for department, district, state, or federal reports; monitor the documentation and timelines for all federal and state reports to assure compliance with contract/grant requirements; maintain records that serve as a basis for earning or meeting state and federal childcare and preschool contracts/grants; audit files to ensure accuracy, completeness, and program compliance. **E**

Monitor public relations and parent issues at the registration centers; identify the root cause of delayed enrollment; ensure that assigned staff follow up with families on the waiting list; assure respectful staff interactions with parents at all times. **E**

Train, oversee, direct, and monitor the work of the registration office staff and audit files to ensure accuracy, completeness, and compliance of registration tasks related to laws, rules, regulations, policies, procedures, and form usage. **E**

Create reports and documents requiring independent judgment and analysis to ensure the Child Development Department meets federal performance standards, state funding terms and conditions, and local community care licensing requirements related to the eligibility, registration, selection, enrollment, fee processing, and attendance reporting. **E**

Maintain department database software for storage of Child Development student records; oversee the creation and maintenance of the department's recordkeeping systems; develop, prepare, and audit a variety of reports, records, and statistical data. **E**

Develop and maintain technical expertise, and extract data from the department's specialized databases, highlight trends/changes, and provide information to assigned supervisor to determine action; troubleshoot issues affecting the quality of information entered and quality of information generated by the databases. **E**

Act as a liaison between the Child Development Department, state and federal database management support staff, outside vendors, and/or district Technology Department; communicate with administrators, parents, teachers, district personnel, and state, federal, and community agencies. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate complex reports, records, lists, and summaries from computer database for management review; serve as the point of contact for registration staff that need assistance with their desktop computer and software. **E**

Provide excellent customer service by establishing positive relationships with community agencies and organizations, district personnel, parents, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Provide leadership and work with staff to create a high performance, service-oriented work environment; share knowledge, cooperate with others, participate in meetings and work groups, and support the goals and objectives of the district and department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and five years of broad, varied, and increasingly responsible experience in the child development registration process, including use of specialized federal and state information data systems related to child development.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM
Word..... 85% Overall Score
Excel or Access 85% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special federal and state information data systems, such as Child Plus, Center Track, and the state Centralized Eligibility List.

Operating systems, networks, databases.

Methodologies for managing technical change on a proactive basis.

Problem solving strategies.

Effective oral and written communication skills.

Methods and processes of statistical analysis and data reporting.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

Federal Head Start Performance Standards, State Funding Terms and Conditions, and local Community Care licensing requirements.

District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, spelling, grammar, punctuation, and positive customer service techniques.

Operation of a computer and related software.

Principles and practices of effective supervision.

Health and safety regulations.

ABILITY TO:

Compile and maintain complex federal, state, and department records and reports.

Motivate employees to work, together harmoniously and effectively.

Oversee child development software functions to ensure data integrity.

Learn and assimilate new programs, procedures, or technology, and analyze their value to the department.

Review, interpret, and evaluate applications and other specialized documents.

Supervise, train, mentor, evaluate, and direct the performance of assigned staff.

Establish and maintain effective working relationships with others.

Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Research, analyze, compile, verify data, and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain confidentiality as appropriate.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Operate a computer and related software.

Communicate effectively, and maintain cooperative and effective relationships.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction.

Utilize effective leadership skills that work well in a team setting.

Lift light objects according to safety regulations.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files or hook up computers; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied individuals.

HEALTH BENEFITS: Supervisor employees purchase their own health benefits with district-offered plans.

APPROVALS:

Robert R. Garcia, Chief Human Resource Services Officer

Date

Jonathan P. Raymond, Superintendent

Date