

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT

JCN: 421
EXEMPT

CHILD DEVELOPMENT CENTER - ASSISTANT SITE MANAGER

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the day-to-day operations of the child development center; support the implementation of a comprehensive child development and early education program for infants, toddlers, and preschool-aged children; help ensure an environment that promotes emotional, social, intellectual, and physical growth for each child based on individual needs, abilities, and developmental levels; collaborate with staff and external agencies to support curriculum implementation, staff development, assessments, site evaluation, and family engagement; assist in coordinating parent involvement activities; support the instructional and custodial needs of children; help maintain health, safety, and licensing standards; assist in upholding all requirements of a Head Start program, General Child Care and Development (CCTR) program for infants and toddlers, and California State Preschool Program (CSPP) services; supervise the child development program operating on a single site in the absence of the Child Development Center Site Manager.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in coordinating the implementation of the Child and Adult Care Food Program (CACFP) by monitoring food service procedures and compliance with nutrition guidelines.
- Assist in evaluating the effectiveness of instructional practices and contribute to ongoing efforts to enhance program quality.
- Assist in implementing emergency preparedness procedures including fire and earthquake drills and help update the site disaster plan as needed.
- Assist in reviewing Lesson Plans, Behavior Observation Reports, Teacher Support Plans, and support the implementation of classroom activities that meet the individual needs of students; help conduct and document observations on a regular basis.
- Assist in reviewing the following: child incident/accident reports, Personalized Oral Language Learning (POLL) materials and ensure all child portfolios are organized and up to date with the required documents.
- Assist in the recruitment, onboarding, and training of new staff; participate in interviews and provide input on staff evaluations and performance documentation as assigned.
- Assist in training and providing work direction and guidance to assigned personnel; support in assigning duties and reviewing work for accuracy and completeness; provide input on employee interviews and evaluations as requested.
- Assist the Site Manager in coordinating the daily operations of the child development center, including staffing, classroom coverage, health and safety practices, and curriculum oversight.
- Assist with coordinating the planning, development, organization, and daily operations of the child development center; support the implementation of program goals, objectives, and priorities; assist in the development and implementation of curriculum standards; help monitor the program budget; and support the creation and maintenance of the parent handbook and staff procedures.
- Assist with the coordination and delivery of professional development and reflective supervision of center staff.
- Coach and collaborate with teaching teams to monitor and evaluate child development, conduct and document observations, and support the use of assessment data to guide instruction.

- Collaborate with the Site Manager to plan and implement parent education workshops, meetings, and the development of a parent advisory committee.
- Communicate effectively and respectfully with children, families, staff, and external partners; support family engagement activities and encourage parent participation in center programs.
- Ensure child name to face tracking systems are always maintained to account for present students by regularly checking classroom logs and attendance records.
- Ensure developmentally appropriate physical development activities are offered by teachers outdoors and nutritional information is shared with families monthly.
- Help facilitate and monitor classroom environments that are inclusive, developmentally appropriate, and support emotional, social, physical, and intellectual growth.
- Maintain a classroom visitation schedule to support instructional quality through observation, modeling, and guidance on curriculum, behavior support strategies, and learning environment design.
- Maintain accurate records and assist with the completion of required reports, including child assessments, staff documentation, attendance, and safety checklists.
- Maintain Desired Results Development Profile (DRDP) Online and Learning Genie accounts by activating new staff, deactivating departing staff, and setting up each new fiscal year in the system annually.
- Monitor lesson plans and ensure curriculum implementation supports the individual needs, interests, and developmental levels of all children, including dual language learners and children with disabilities.
- Participate in program self-evaluation, Quality Rating and Improvement System (QRIS) activities, accreditation, and site monitoring processes; help implement improvement plans and track progress.
- Perform other related duties as assigned to ensure the smooth and effective operation of the child development center.
- Promote effective communication and support daily operations to ensure smooth coordination across all program components.
- Provide coaching, mentorship, and supervision to teaching staff; participate in the supervision and evaluation of assigned personnel as directed.
- Submit reports to the county office, CA First 5, Fresno First 5, CA Department of Education Child Development Division and other agencies as required.
- Supervise the child development program in the absence of the Site Manager to ensure continuity of care, instruction, and program compliance.
- Support efforts to build and maintain strong team dynamics and a positive, inclusive, and collaborative workplace culture.
- Support staff in maintaining the required staff-to-child ratios and provide coverage for staff absences as assigned.
- Support the development and implementation of policies and procedures in collaboration with program leadership.
- Support the maintenance of licensing, Head Start, CCTR, and CSPP compliance, including health and safety standards, sanitation practices, and documentation requirements.
- Collaborate with the Site Manager, directors, coordinators, and administrators to support the implementation of curriculum and instructional programs aligned with California Child Development Center/Program standards.
- Coordinate with the Site Manager in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of child development center staff in consultation with the Child Development Center Site Manager.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events; stay informed of best practices and current trends in early childhood education.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language may be required.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area and to the Child Development Center Site Manager.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Appropriate practices within all developmental domains.
- Basic first aid.
- Child development, current trends and research in Early Childhood Education, recreation and fine/performing arts.
- Cultural and socio-economic differences and impact on families.
- Curriculum and instruction, instructional materials, and methods, interpretation and application in the assigned program.
- Desired Results for Children and Families Component.
- Evaluation and assessment techniques and procedures.
- Family case management.
- Positive behavioral interventions and support.
- Safety and health practices and universal precautions when administering first aid.
- Title 22 regulations for licensed childcare programs.
- Title 5 regulations for need and eligibility criteria for all families.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Administer First Aid.

- Collaborate with community organizations and services available to infants, toddlers, and preschool students and parents.
- Lead and supervise child development staff.
- Maintain child and family confidentiality.
- Manage a positive, educational child development center/classroom environment.
- Organize and direct classroom and outside activities.
- Work effectively with parents, staff and the community.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Three (3) semester units or equivalent quarter units from an accredited or approved college or university in infant and toddler care within one year of date of hire.
- Bachelor's Degree in Child Development or related field.
- Master's Degree in education or related field preferred.

EXPERIENCE:

- Two (2) years teaching experience in a childcare and/or child development center.
- One (1) year of experience supervising a licensed childcare and/or child development center.
- Experience supporting the management of state and/or federally funded program contracts, including California State Preschool Program (CSPP), General Child Care and Development (CCTR) programs for infants/toddlers, and Head Start preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Child Development Site Supervisor Permit or higher.
- Valid First Aid and CPR AED certificate issued by an authorized agency.
- Read, speak, translate and/or write in designated second language preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

WORKING CONDITIONS:**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Indoor, outdoor, child development center, office, and/or school facility environment. Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2025