

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**FOR IMMEDIATE POSTING**  
**September 26, 2016**

**Job Title:** Child Care Supervisor (Part-time)  
**Department:** Recreation  
**Starting Salary:** \$12.64 to \$15.03 per hour, DOQ  
**Hours of Work:** 7:00 a.m. to 9:15 a.m. and 3:00 p.m. to 6:30 p.m., Monday - Friday

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult professional and administrative work supervising the child care program, does related work as required. Work is performed under general supervision. Supervision is exercised over all childcare counselors.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, standing, fingering, and grasping, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Developing, implementing, supervising and updating childcare program curriculum, materials, activities and procedures; providing training to staff; motivating children to achieve maximum potential; preparing and maintaining records, files and reports;
- Supervises and directs the performance of staff members; conducts job training; performs periodic evaluations;
- Participates in making recommendations regarding hiring and terminating staff;
- Maintains informative and positive communication with participants, parents and the general public;
- Maintains open and effective communication with the School Age Child Care Program Coordinator and other recreation administrators as appropriate in regard to the programs, personnel and budget matters;
- Attends staff and department meetings;
- Establishes and maintains positive rapport with school personnel including principals, secretaries and custodians;
- Conducts regular staff meetings with childcare counselors, as appropriate;
- Makes recommendations to the School Age Care Program Coordinator regarding disciplinary action of participants, as needed;
- Advises supervisor of needed alterations in program schedule, content and site locations;
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of child care practices and techniques; thorough knowledge of children's developmental and social growth expectations and needs; general knowledge of health, safety, and first aid practices, methods and techniques; skill in working with children; ability to develop plans and programs for individual development; ability to establish and maintain standards of behavior, ability to present material effectively both orally and in writing;

**EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to high school diploma with experience in early childhood education and considerable experience in ability to communicate effectively and exchange important information with parents, staff, students and associates.

**Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

**PLEASE FILE CITY APPLICATION AND/OR RESUME WITH CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120 OR E-MAIL TO [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com) EOE**