CLASS TITLE: Supervisor of Children Services Programs

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises the monitoring of delegate agencies and private vendors providing childhood development programs at daycare and head start facilities in an assigned area of the city; and performs related duties as required.

ESSENTIAL DUTIES: Coordinates advisory and parent participation committees to develop uniform initiatives, development plans, curricula and assessment practices to ensure that quality childhood development programs and services are provided by delegate agencies; assigns and reviews the work of staff engaged in auditing delegate agencies’ childhood development programs including education, social services, health, nutrition, disabilities and parent involvement components for compliance with program standards; supervises the preparation of program auditing reports detailing agencies ratings in each component area, need for assistance and proposed corrective action; supervises and participates in the development of plans and strategies to assist agencies in meeting performance standards and childhood development goals; coordinates the revision of delegate agencies’ development plans as needed; recommends the continued funding of agencies that meet performance standards and corrective action for those that do not; supervises training and technical assistance to delegate agencies on education and program compliance, performance standards and facilities requirements; supervises the childcare licensing process to ensure programs operate under mandated requirements; prepares reports on program activities and accomplishments.

RELATED DUTIES: Serves as a liaison to the community in promoting childcare and head start programs; provides program information for inclusion in grant applications.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master’s degree in Early Childhood Education, Education, the Social Sciences or a related field, supplemented by two years of progressively responsible educational or social service work experience. A valid State of Illinois driver’s license is required.
childhood development theories and practices. Considerable knowledge of the federal and state guidelines governing Head Start and Child Care programs. Considerable knowledge of training principles and theories. Considerable knowledge of the licensing and monitoring requirements for early childhood development programs and agencies. Considerable knowledge of program auditing principles.

Ability to supervise staff. Ability to supervise the preparation of program auditing reports. Ability to work with parent and advisory groups. Ability to develop and manage training programs. Ability to interpret and apply federal and state guidelines in the assessment of Head Start and Child Care programs. Ability to use standard computer software packages.

Considerable skill in the assessment of Head Start and Child Care programs for compliance with guidelines and regulations. Good training skills. Good program auditing skills. Good human relations skills. Good oral and written communication skills. Good personal computer skills.

**Working Conditions.** General office environment.

**Equipment.** Standard office equipment including personal computers.

**NOTE:** While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2004
City of Chicago
Department of Personnel
(Title code changed January, 2005)