

<b>Position/Title:</b>	<b>Child Center Group Supervisor</b>	<b>Date:</b>	<b>April 11, 2012</b>
<b>Reports to:</b>	<b>Child Center Director</b>	<b>Approved by:</b>	Peter A. Largey

**Responsibility and Authority** (Basic function of the position, line and functional responsibilities and authority interfaces with subordinate and/or suppliers and customers):

1. Planning and implementing daily program activities.
2. Coordinating activities of Assistant Group Supervisors and Aides.
3. Assisting the Director with designated activities.
4. Operating small and large kitchen appliances.
5. Preparing meals; pre-rinsing/washing/rinsing dishes/ disinfecting/cleaning all kitchen areas when needed.
6. Operating washer and dryer; sorting/folding bed linens and children's clothes when needed.
7. Driving Elcam car/van when needed.
8. Using Microsoft Word to create, edit, and print out documents for use with parents and their children.
9. Participating in fine motor activities and gross motor activities (which include indoor and outdoor sports participation) with children.
10. Responsible for general housekeeping and maintenance of all Child Center areas.
11. Must adhere to and follow all company policies, procedures, and safety standards.

**Qualifications and Experience Requirements** (Minimum qualifications and experience necessary to meet the responsibilities, and authority level, of this position):

1. Must be 18 years of age prior to start date.
2. Must have valid driver's license.
3. A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field **OR** a bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children **OR** an associate's degree from an accredited college or university in early childhood education or the human services field and 2 years of experience with children **OR** an associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children.
4. Must have state required clearances within last 12 months prior to start date include: PA Child Abuse Clearance; PA Criminal History Clearance; FBI Clearance.
5. Must have physical examination within last 12 months which indicates suitable for employment.
6. Must have First Aid Certification (training available before start date).
7. Must have two (2) written non-family references.
8. Must be able to meet physical demands of attached physical demands job assessment for Child Center Employees.

**Stand-by Arrangement**

Individual who meets qualifications of Group Supervisor/Director.

**Employee Acknowledgement:** I acknowledge receipt of this job description and I understand my position responsibility and authorities

Signature of employee:

Date:                      /                      /

QSF 6.2.2D  
Issue Date: 06/06/02  
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Rev. 01

## CONTINUED FROM FRONT

NOTE: In terms of an 8 hour work day, "occasionally" equals 1% to 33% (defined as 1 time every 15 to 30 minutes); "frequently" equals 34% to 64% (defined as 1 time every 3 to 5 minutes); "continuously" equals 67% to 100% (defined as 1 time every 3 to 5 seconds).

1) In an 8 hour work day, employee can: (Circle full capacity for each activity).

A. Sit	Less than 1	1 - 2	3 - 4	5 - 6	<u>7 - 8</u>	(hrs.)
B. Stand	Less than 1	1 - 2	3 - 4	5 - 6	7 - 8	(hrs.)
C. Walk	Less than 1	<u>1 - 2</u>	3 - 4	5 - 6	7 - 8	(hrs.)

Seldom Occasionally Frequently Continuously

Seldom Occasionally Frequently Continuously

2) Employee is able to:

A. Bend/Stoop	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	F. Crouch	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
B. Squat	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	G. Kneel	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
C. Crawl	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	H. Balance	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
D. Climb	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	I. Push / Pull	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
E. Reach Above Shoulder Level	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>					

Never Occasionally Frequently Continuously

Never Occasionally Frequently Continuously

3) Employee Can Carry:

Up to 10 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
11 to 24 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
25 to 34 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
35 to 50 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
51 to 74 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
75 to 100 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

4) Employee Can Lift: (Floor to Waist)

Up to 10 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
11 to 24 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
25 to 34 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
35 to 50 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
51 to 74 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
75 to 100 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

5) Employee Can Lift: (Waist to Shoulder)

Up to 10 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
11 to 24 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
25 to 34 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
35 to 50 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
51 to 74 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
75 to 100 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

6) Employee Can Lift: (Shoulder to Overhead)

Up to 10 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
11 to 24 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
25 to 34 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
35 to 50 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
51 to 74 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
75 to 100 lbs.	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

7) Employee uses feet for repetitive motion:

Right: Yes No Left: Yes No Both: Yes No

9) Employee uses head and neck in:

Static Position Frequent Flexing Frequent Rotating

Yes No Yes No Yes No

8) Employee uses hands for repetitive action such as:

Simple Grasping Firm Grasping Fine Manipulation

A. Right	<u>Yes</u> No	<u>Yes</u> No	<u>Yes</u> No
B. Left	<u>Yes</u> No	<u>Yes</u> No	<u>Yes</u> No

\*\* Static Position 20 degrees to 30 degrees Forward Flexion