

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Child Care Coordinator  
**Pay Table:** Support  
**Pay Grade:** 7  
**FLSA Status:** Non-Exempt  
**Job Code:** 892  
**Reports to:** Family & Consumer Sciences Child Care Development Teacher and Vocational Coordinator

### **JOB SUMMARY**

Under the supervision of the family and consumer sciences child development teacher and the vocational coordinator, the child care coordinator plans, develops and implements programs and activities for high school students to help prepare them for caring for infants and children. Incumbent is responsible for overseeing daily operation of child care center.

### **ESSENTIAL JOB FUNCTIONS**

- Directs the operations of the child care center, including the preschool. Assists with the supervision of the assistant child care coordinator, child care assistant and high school students. Meets regularly with staff to coordinate center activities.
- Plans and coordinates special activities for children (i.e., field trips, parent programs).
- Develops, implements, and evaluates curriculum and activities for high school students. Evaluates students on a daily basis, assigns quarterly grades, and provides the child development teacher with appropriate progress updates. Monitors student attendance records.
- Maintains the level of current enrollment and waiting list for future reference.
- Shops for and purchases or requisitions food, supplies and materials for center.
- Prepares and implements work schedules for part-time employees and high school student teachers; tracks and verifies accuracy of the child care center employee time cards.
- Assists in the formulation and implementation of Individualized Educational Programming (IEP) for children with special needs.
- Assists in the selection, hiring, training and evaluation of child care personnel.
- Supervises the preparation of teaching materials (i.e., makes copies, laminates and cuts out materials to be used for preschoolers and high schoolers).
- Keeps the center clean, safe and sanitary for children; assures adherence to OSHA, health, fire safety and other regulations.
- Maintains filing system (curriculum materials, personnel records). Updates children's

files--personal information, vital statistics, medical forms, immunization records, medications, release forms, accident reports, etc.

- Relates calendar and bulletin boards to regular learning topics and experiences.
- Dispenses medication to children (as directed by guardian). Provides first aid as required.
- Prepares, serves and cleans-up children's lunch and snacks.
- Teaches food preparation and hygiene skills to high school students and children.
- Coordinates with administrative staff concerning center issues.
- Communicates and coordinates with parents to report child's progress and other related information.
- Writes student reference letters for employment and scholarship recommendations.
- Attends seminars and workshops relating to work.
- Assists the F & CS Child Development teacher and the Vocational Coordinator with other duties as required.
- Manages the Department budget.

### **MINIMUM REQUIREMENTS**

- A child development associate (CDA) credential with one (1) year of experience teaching children or an Associate's Degree in early childhood education or child development and one (1) year of experience teaching children or a Bachelor's Degree in early childhood education or child development.
- Three (3) years of experience in child care.
- C.D.A Certification or equivalent.
- Red Cross C.P.R. and First Aid Certification.
- State license as Day Care Director and as Infant and Toddler Care Giver.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of child development skills and age-appropriate discipline procedures.
- Ability to communicate effectively with children and parents.
- Knowledge of child safety rules/regulations and health codes.
- Ability to use small office equipment and computers.
- Ability to use or repair small equipment.
- Ability to accept, receive and collect payment.
- Ability to prepare and process purchase orders.
- Ability to maintain inventory and property.
- Ability to manage grant funds.
- Ability to make budget recommendations and manage the budget.

### **PHYSICAL DEMANDS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

## **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*