

CHILD CARE SITE COORDINATOR

DEFINITION

To plan, organize and oversee the operations and activities of assigned facility sites for the City's childcare program; to perform duties requiring specialized knowledge; and to provide administrative support to a Recreation & Library Supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Child Care Site Coordinator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time performing the duties, and by the nature of the public contact made.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Recreation & Library Supervisor.

Exercises direct supervision over lower level child care personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Oversee operations and activities of assigned program sites.

Interact with local and State regulatory agencies regarding compliance with child care licensing requirements and related health and safety matters; resolve related questions or concerns.

Recommend policies and practices for program admission and attendance requirements as related to program goals.

Develop and implement participant behavior and discipline guidelines.

Prepare an annual calendar of childcare activities and events; outline related lesson plans for the year.

Ensure compliance with various funding source requirements, including submission of curriculum plans, theme development, and follow up/reporting; ensure staffing-to-participant ratio requirements; conduct daily student check-in and maintain attendance records.

Provide input to program budget; make or authorize purchase of supplies, equipment, and site repairs and maintenance.

Plan, prioritize, assign, supervise and review the work of assigned staff.

Oversee the planning and implementation of age appropriate activities involving children in sports, low-organized games, special events, arts, crafts, drama, social activities including off-site excursions.; schedule instructors, guest speakers and plan special events.

Maintain a safe, clean, orderly and pleasant classroom environment, perform minor maintenance/repair functions as necessary; make requests for maintenance follow-up work. Assist in determining fees, charges, and tuition; oversee collection of fees and tuition.

Assist in the selection of staff; train or coordinate staff training; prepare work schedules for site personnel; and monitor work hour limitations.

Register new students and provide information to parents regarding program requirements; conduct orientation for new participants and parents, communicate with parents to report incidents or accidents; conduct periodic parent conferences.

Oversee planning and conducting of emergency drills, oversee safety of classroom and playground facilities; ensure off-site visits/excursions meet City liability requirements.

Prepare various reports and statistics related to site operations and activities.

Answer questions and provide information to the public; investigate complaints and take corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operational aspects of a licensed childcare program facility, including program activities.

Basic budget techniques and monitoring.

Advanced customer service and public relations techniques.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, and databases.

Ability to:

Plan, organize and oversee the operations and activities of childcare program facility.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently walk, bend or stoop to observe operations; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Train and oversee/evaluate the performance of assigned staff.

Obtain a Child Development Permit issued by the California Commission on Teacher Credential.

Provide budget input and monitor expenditures.

Interact in an effective manner with parents in explaining program services, rules and requirements.

Ensure compliance with safe work practices.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

At least four (4) years teaching in a licensed day care center or comparable group child care program or working directly with children; classroom teaching or teacher assisting experience in elementary or middle school education, experience in physical education or recreation programs, college work-study or internship in recreation or youth development, experience in human services or experience in school guidance or in other counseling programs.

AND

Training:

Equivalent to completion of the twelfth (12TH) grade and completed 12 semester (or equivalent quarter) units which includes 3 units in administration or staff relations and/or 3 units in early childhood education.

Or

Experience:

At least two (2) years of teaching experience in a licensed day care center or comparable group child care program or working directly with children; classroom teaching or teacher assisting experience in elementary or middle school education, experience in physical education or recreation programs, college work-study or internship in recreation or youth development, experience in human services or experience in school guidance or in other counseling programs.

AND

Training:

An Associate's degree from an accredited college or university which includes 3 units in administration or staff relations and/or 3 units in early childhood education.

Or

Experience:

At least one (1) year of teaching experience in a licensed day care center or comparable group child care program or working directly with children; classroom teaching or teacher assisting experience in elementary or middle school education, experience in physical education or recreation programs, college work-study or internship in recreation or youth development, experience in human services or experience in school guidance or in other counseling programs.

AND

Training:

A Bachelor's degree from an accredited college or university which includes 3 units in administration or staff relations and/or 3 units in early childhood education.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, First Aid and CPR Certifications as issued by the American Red Cross.

Possession of, or ability to obtain, and maintain State required certifications related to health and safety practices and operation of a licensed day care facility.

Three (3) units in administration or staff relations and 3 units in early childhood education must be completed within one year of appointment.

05-10-19

10-31-14

08-25-12 Child Care Site Coordinator

06-01-98

05-16-97

06-28-95

10-19-87 Day Care Site Coordinator