

CHILD CARE PROGRAM SPECIALIST

DEFINITION

Under the direction of the Child Care Supervisor, develops, plans, organizes and conducts specific child care programs and activities; provides supervision to both the staff and operations.

EXAMPLES OF DUTIES

Develops specific programs and activities and is responsible for the administration of those programs and staff; directs, supervises and evaluates subordinate staff, volunteers and programs; enforces district policies, procedures and regulations; provides necessary program training for child care personnel; coordinates program scheduling; opens and/or closes child care facility; completes necessary reports relating to programs; maintains accurate record of programs, participation, staffing and inventory of equipment and supplies; and performs related work as required.

QUALIFICATIONS

Knowledge of

Programs offered by the Recreation and Community Services Department; Child Care Division policies and procedures; child care programming, operation and purpose; training and staff motivation techniques, skills procedures; rules of various sports and games.

Ability to

Plan, coordinate and conduct related recreationally based child care programs and activities and supervise a specific child care program and facility; direct and supervise subordinate staff and volunteers; perform necessary staff training functions as dictated by program staff; prepare accurate reports and maintain required registration and attendance records; maintain and establish cooperative working relationships; apply judgment, discretion and initiative; express ideas in both written and verbal form; and understand and carry out oral and written instructions.

Certificates

Possession of current First Aid and CPR Card.

Education

Equivalent to completion of the twelfth grade. 12 ECE units from an accredited college preferred. ECE Certificate or A.A. degree preferred.

Experience

Two years of increasingly responsible child care or related work experience and/or experience in preschool programs with one year experience supervising a part-time preschool or school age child care site.