

CHILD CARE SITE COORDINATOR**DEFINITION:**

Under the direction of the Child Care Supervisor, plan, organize, implement, and supervise an on-site full-day, year-round child care program for school age children. Responsible for curriculum planning and program administration, staff supervision and development and fiscal responsibilities related to the site budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide a well organized and supervised, professional child care program which promotes self-confidence and self-esteem for each child; ensure a safe and nurturing atmosphere and a neat and clean environment.
- Participate in Child Care Division short and long-range planning to include curriculum, goals and objectives, and operating policies and procedures that are appropriate for the age level, skill, and social development of the children in the program.
- Responsible for the preparation of a monthly site newsletter and calendar.
- Prepare a yearly calendar to include orientation meeting, parent conferences, family events, and open house.
- Participate in the physical setup and breakdown of activity areas, including picking up easels, tables, chairs, and other activity equipment.
- Supervise the health and safety of children to include administering daily health screening, medications, and first aid that meet requirements of SVUSD Health Services.
- Supervise preparation and distribution of snacks and meals to meet SVUSD Food Services standards and health practices.
- Purchase food, instructional supplies and materials weekly or as needed from SVUSD or outside vendors.
- Maintain attendance records, daily lesson plans, and menus.
- Assist clerical staff in setting up and maintaining records for billing, collection, updated emergency information as well as preregistration for year-round child care programs.
- Adhere to Child Care Division policies and procedures as well as applicable District, local, State, and federal policies and procedures as required by these agencies. Adhere to the CSEA negotiated contract.
- Ensure appropriate staff to child ratio, meeting State licensing requirements.
- Recommend to Child Care Supervisor the maintenance and improvements of the physical plant and grounds necessary for meeting health and safety child care site requirements.
- Select, supervise, train, and evaluate staff, as well as assist in the development of ongoing staffing schedules.
- Organize and plan staff meetings to communicate information regarding daily program information.
- Plan and conduct orientation meetings, parent meetings, and student conferences.
- Monitor all District forms for accuracy and timeliness including timecards, time off requests, absence slips.
- Responsible for communicating effectively with supervisors, staff, children, parents, and school personnel. Help develop a parent handbook and packet.
- Maintain accurate purchasing records and execute fiscally responsible site budget as per guidelines.
- Act as a liaison between school site personnel and Child Care Division administration.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Child development principles of preschool and elementary school age children; rules, regulations, laws, and policies governing child care programs; Recreation & Community Services Department programs; and Child Care Division policies and procedures. General computer skills including Microsoft Office and Macintosh applications.

Ability to:

Effectively communicate with staff and other District personnel, children, and parents; create a team atmosphere; provide leadership and direction to staff; budget for staffing, supplies, and equipment; demonstrate skills of organization and effective public relations. Understand and carry out written and oral materials and directions in these confidential matters. Communicate effectively with children and adults, demonstrating patience, sensitivity and understanding.

Experience:

Two years progressive experience with one year supervising a full day preschool or school age child care site.

Education:

24 Early Childhood Education units from an accredited college, or Child Development permit. A.A degree or B.A. degree preferred. Specific and substantial experience in the area of child care, in addition to the two years of experience required, may be substituted for the required education.

Physical Performance Requirements:

Standing or walking much of the time with some bending, reaching, stooping, squatting, kneeling, twisting, and sitting on the floor. Correctly lift at least 50 pounds alone or more with assistance, and move children on and off play structures. Supervise and participate with children and staff on holiday and summer excursions.

Licenses:

Possession of a valid California driver's license, if required. Possession of current First Aid and CPR cards.

Board Approved: September 26, 1995
Revised: June 14, 2000
Revised: June 25, 2003, effective July 1, 2003
Revised: September 7, 2004
Revised & Approved: February 14, 2012