

PRESCHOOL SITE COORDINATOR

DEFINITION

Under the direction of the Child Care Supervisor, plan, organize, implement and supervise a child care program for preschool age children. Responsible for curriculum planning and program administration, staff supervision and development and fiscal responsibilities related to the site budget.

EXAMPLES OF DUTIES

Provide an organized, professional preschool child care program which promotes self confidence and self esteem for each child; ensure a safe, nurturing and loving atmosphere and a neat and clean environment.

Participate in Child Care Division 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 site newsletter, as well as a yearly calendar to include orientation meeting, parent conferences, family events, open house, etc., and determining supplies and materials necessary.

Supervise and interact with all children enrolled in the program, creating and maintaining a teamwork atmosphere at all times. Ensure appropriate staff to child ratio.

Participate in the physical setup and breakdown of activity areas, including picking up easels, tables, chairs and other activity equipment.

Adhere to Child Care Division policies and procedures as well as applicable District, local, state and federal policies, procedures, licensing with appropriate agencies. Recommend to Child Care Supervisor the maintenance and improvements of the physical plant and grounds necessary for meeting health and safety child care requirements.

Prepare forms, policies, records and reports to meet licensing requirements as needed and attend required licensing workshops as mandated by State licensing. Maintain individual folders for each child. May coordinate standard District testing with school site administrator.

Select, supervise, train and evaluate staff, as well as assist in the development of ongoing staffing schedules. Organize and plan staff meetings to provide a team like atmosphere.

Responsible for communicating effectively with supervisors, staff, children, parents and school personnel. Help develop a parent handbook and packet.

Coordinate services with other District departments and the school site.

Assume 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 and Community Services Department programs; and Child Care Division policies and procedures.

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.

Certificates

Possession of current First Aid and CPR cards.

Education

Twelve units from an accredited college with emphasis in Early Childhood Education, Child Development or related field. A.A. degree or B.A. degree preferred.

Experience

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

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 an 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.

Board Approved: September 26, 1995

Revised: June 14, 2000

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