

**EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELOP)  
CHILD CARE ASSISTANT SITE COORDINATOR****DEFINITION:**

Under the direction of a Child Care Site Coordinator, assist in planning, organizing, implementing, and supervising an on-site, full-day, year-round child care program for school age children. Assist in providing guidance and direction to children as well as assistance with program planning and program administration, staff supervision, and coordination and communication with the Child Care Site Coordinator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Child Care Site Coordinator with short and long-range planning to include curriculum, goals and objectives, operating policies and procedures that are appropriate for the age level, skill, and social development of the children in the program.
- Supervise and interact with all children enrolled in the program creating and fostering a safe and healthy environment at all times.
- Assist Site Coordinator and clerical staff in setting up and maintaining records for billing, collection, updated emergency information as well as preregistration for year-round child care programs.
- 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.
- Participate in the physical setup and breakdown of activity areas, including picking up easels, tables, chairs, and other activity equipment.
- Follow state, SVUSD, Recreation & Community Services Department, and Child Care Division policies and procedures. Adhere to the CSEA negotiated contract.
- Supervise, train, and assist in the evaluation of staff.
- Assist with or prepare written reports, monthly calendars, fliers, and complete forms as necessary.
- Monitor all District forms for accuracy and timeliness including timecards, time off requests, and absence slips.
- Maintain good communication with parents.
- 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; programs offered by the Recreation & Community Services Department; 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; provide guidance for direction to staff and children; 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. Assume duties of Site Coordinator in his/her absence on a daily basis during program operation.

**Experience:**

Two years work experience in a child care program.

Education:

Pass required mathematics, reading and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST. 15 ECE units from an accredited college preferred.

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 card.

Board Approved:            March 10, 2022