

**EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELOP)
SENIOR CHILD CARE LEADER**

DEFINITION

Under general supervision of the Site Coordinator/Assistant Site Coordinator, to develop, plan, organize and assist with the overall operation of a child care program; to provide supervision of operations and give direction to Student Child Care Leaders and Child Care Leaders; direct and supervise school-age children in both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice, and program philosophy; and perform related work as required.

EXAMPLES OF DUTIES

Develop specific program(s) and activities; coordinate the work of Student Child Care Leaders and Child Care Leaders; enforce District policies, procedures and regulations; assist in providing necessary program training for Child Care Leaders; coordinate program scheduling; open and/or close child care facility; complete necessary reports relating to programs; and maintain accurate records of programs, participation, staffing and inventory of equipment and supplies. Assist school-age children with homework; assist in safe learning and recreational experiences; teach and supervise games, sports and other activities; prepare and assist in the set up and preparation of activities for use with individual or small groups of children; supervise participants and ensure their safety; use positive reinforcement strategies and other techniques to assist children in the development of appropriate behavior; use good judgment regarding appropriate action to assist injured or physically ill participants. Assist with snacks and other meals as appropriate; clean serving area after meals. Maintain and assure a clean, safe, attractive and positive environment; perform light housekeeping duties; put games in order; remove damaged toys or materials; and other duties as needed. Maintain attendance records. Greet parents when picking up or dropping off children; refer questions and concerns to Site Coordinator/Assistant Site Coordinator as necessary. Participate in workshops and training sessions as assigned; attend staff meetings as assigned. Work location may be a fixed site schedule or a flexible site schedule, dependent upon needs of the program.

QUALIFICATIONS

Knowledge of

Programs offered by Child Care Services; Child Care Services policies and procedures; child care programming operation and purpose; training and staff motivation techniques, skills and procedures; and rules of various sports and games. Basic concepts of child growth and development and developmental behavior characteristics; student behavior management strategies and techniques; routine record keeping techniques; correct oral and written usage of English; basic math, reading and composition skills.

Ability to

Plan, coordinate and conduct child care programs and activities; assist in coordinating the activities of Student Child Care Leaders and Child Care

Leaders; assist with program training; prepare accurate reports and maintain attendance records; establish and maintain 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. Demonstrate an understanding, patient, and receptive attitude toward children; supervise, motivate and manage children; organize and direct inside and outside activities. Implement the provided curriculum and instructional techniques.

Experience

One year of increasingly responsible child care or related work experience in a school age child care program preferred.

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. A minimum of nine Early Childhood Education units from an accredited college preferred.

Physical Performance Requirements

Standing or walking most of the time. Light lifting frequently involved including, but not limited to, lifting, pushing and/or pulling objects, normally not exceeding 30 pounds. Mobility to stand, stoop and bend the body; mobility to reach and carry; and dexterity of hands to grasp and manipulate small objects; hearing and speaking to exchange information; vision to monitor children.

Certificates

Possession of a current First Aid and CPR card preferred.

Licenses

Possession of a valid California Driver's License, if required.

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