

CHILD CARE PROGRAM FACILITATOR

DEFINITION:

Under the general administrative direction of the Child Care Program Supervisor and general supervision of the school Principal or site administrator, plans, organizes and directs the operation of the Child Care Program at a school site; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from the Child Care Attendant class in that it has complete responsibility for overseeing and coordinating the Child Care Program which provides custodial care, developmentally appropriate educational and recreational activities and supervision for assigned children at a school site. The class is also distinguished from the Child Care Program Supervisor in that positions in the Child Care Program Facilitator class are not responsible for District wide operations of the Child Care Program. Positions in this class will follow a work schedule consistent with the operation of the Child Care Program at an individual school site, which may be different from the general district calendar and work schedule. Incumbents are expected to work with considerable independence to implement District Child Care Program standards and policies in partnership with the school to enhance the educational opportunities and achieve goals of the school.

EXAMPLES OF DUTIES:

Manage the daily operation and functions of a Child Care Program site; *E*

Plan, select, implement, supervise and participate in the monthly and daily program activities to enhance the students= educational opportunities and achieve goals of the school; *E*

Coordinates, trains, and provides daily direction for the work of Child Care Program staff at a school site; *E*

Establishes and monitors behavior standards in cooperation with the Principal or site administrator and Child Care Program Supervisor; *E*

Under Direction of the Principal or site administrator, assists in evaluating the performance of and giving to subordinate staff; *E*

May make recommendations to Child Care Program Supervisor in establishing and monitoring District policies and guidelines; *E*

Communicates problems and concerns to the Principal, site administrator or Child Care Program Supervisor, as appropriate; *E*

Monitors, and maintains the budget and other financial records of the Child Care site and oversees the collection of fees from the parents for participation in special events; *E*

Maintains parent contact through formal and informal meetings and phone contacts as necessary; *E*

Plan student snacks, inventories supplies, orders supplies from District warehouse and shops for items not available through District resources; *E*

***E* denotes an essential function of the job.**

Works with the Principal or site administrator to determine the use of facilities and equipment;

Attends staff meetings and training sessions;

May administer first aid, CPR and/or prescribed medications.

SUPERVISION:

Receives general administrative direction from the Child Care Program Supervisor and general supervision from the school Principal or site administrator.

Provides daily leadership, direction and guidance to assigned Child Care Attendants. This classification does not exercise full supervision over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Rules, regulations and daily practices of operating a Children's Day Care facility;
- General needs and age appropriate behaviors of children;
- Positive and appropriate methods to maintain acceptable standards of behavior among child care participants;
- Rules of play, craft and game activities;
- Appropriate safety and health procedures and precautions;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Modern record keeping practices and procedures;
- Business math;
- District rules and policies.

Ability to:

- Plan, direct, coordinate and participate in a Child Care Program consistent with optimum growth and development of school age children;
- Provide a clean, safe, and positive environment for child care participants;
- Plan and implement a variety of age appropriate children's activities;
- Coordinate and direct the activities of site Child Care Program staff;
- Direct activities and assign personnel to provide a positive environment for children;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies, public;
- Establish and maintain effective working relationships with diverse groups, including site administrators & teachers, District personnel, parents and children;
- Determine and retain privileged communications;
- Communicate effectively both orally and in writing with staff, parents, children, public and District personnel demonstrating poise, patience, sensitivity and understanding;
- Prepare, present clear and concise reports;

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of attendance at an accredited college, junior college or equivalent with emphasis in child development, education or related field and three years of experience, with increasing responsibility, in a child care program; a degree in education or related field from an accredited college or university is desirable.

LICENSES REQUIRED:

Valid, current First Aid and CPR Certificates.

Valid and appropriate California Driver s License.

Activity Supervisor Clearance Certificate (ASCC) issued by CA Commission on Teacher Credentialing or any other certificate or credential issued by the Commission on Teacher Credentialing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Requires standing, walking, sitting, and physical agility sufficient to move about, lead and/or participate in activities; frequently lifts objects weighing up to 30 pounds, occasionally up to 50 pounds; frequently uses arms, hands and fingers on both hands, and reaches overhead; frequently stoops, bends, occasionally kneels; visual acuity sufficient to see and observe children's activities and behavior, both indoor and outdoor; speech and vocal capacity sufficient to be heard by children in a noisy environment; hearing sufficient to be able to tell when a child is having difficulty or being disruptive. The working environment is both indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor, and on occasion to severe, contagious illnesses, and to noise generated by children involved in activities. Has direct contact with the public, children, and other district staff. Employment contingent upon passing physical and back evaluation test.

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Reviewed with no revisions 2/14/08

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