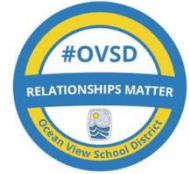




OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Lead Child Care Facilitator

JOB SUMMARY

Under direction of the Director, Child Development Programs and in collaboration with the site administrator and staff, provides leadership, plans, organizes, directs, and implements various child care program activities, which include but are not limited to elementary and middle school after school curriculum, weekly activities, and camps. Maintains complex daily staff scheduling, including temporary coverage and assigns substitutes where needed. Trains, provides instruction, and coaches Child Care Facilitators in program activities.

CLASS CHARACTERISTICS

The Lead Child Care Facilitator is distinguished from the Child Care Facilitator in that the Lead Child Care Facilitator is a working leader responsible for assisting the Director, Child Development Programs in collaboration with the site administrator to schedule, assign, train, and provide work direction to Child Care Attendant and Child Care Facilitator Staff.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Ensure proper teacher-child ratios by operating the District's Absence Management System to arrange daily scheduling of staff and substitutes;
- Organize and coordinate the bidding schedules for recess camps, including but not limited to Fall Recess, Winter Break, Spring Break, Summer, etc.;
- Identify, develop, provide, and implement training for new and current staff;
- Plan, select, implement, and participate in a variety of education and recreational activities to meet the needs and interests of individuals and/or groups of children;
- Schedule full day camps, coordinate field trips arrangements, including transportation requests;
- Maintain yearly operating calendar which includes partial and full day programming, camps, and other important programming dates;
- Assist in the development of policies, procedures, rules, regulations, programs and activities to enhance child care programs and services;
- Compile and prepare various reports, records, and files;
- Assist in the preparation of the annual child care program budget;

Other related duties:

- Attend staff meetings and training sessions;
- Compile and assist staff in completing time cards;
- Assist in the selection of staff.

SUPERVISION

Receives general supervision from the Director, Child Development Programs and works in collaboration with site administrator or designee. Supervision is not exercised over other employees. Provides daily leadership, direction, and guidance to Child Care Facilitators and Child Care Attendants.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Child Care program operations and their relationship to regular school program;
- Staffing paradigms needed to operate a child care program efficiently, i.e. enrollment patterns;
- Rules, objectives, regulations and daily practices of operating a Child Care facility;
- Program quality criteria, assessment processes and curriculum development;
- Practical applications of school-age children's developmental stages/needs;
- Positive and appropriate methods to maintain acceptable standards of behavior among special needs children and child care participants;
- Title 5 (Child Care Development) and Title 22 (Community Care Licensing) regulations;
- Appropriate safety, health, and nutrition procedures and precautions;
- English usage, grammar, spelling, punctuation and vocabulary;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- 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;
- Work independently in managing daily schedules and respond effectively in emergency situations;
- 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;
- Use positive and appropriate methods to maintain appropriate standards of behavior among child care activity participants;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies, public;
- 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;

- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS

Education:

- Completion of 48 semester units from an accredited college or junior college with emphasis in child development, education or related field; OR
- A certificate or credential issued by the Commission on Teacher Credentialing;
- A Bachelor’s degree in education or related field from an accredited college or university is highly desirable.
- Passing the Instructional Assistant Competency Examination.

Experience:

- Three (3) years of experience, with increasing responsibility, working with school aged children in a classroom, recreational or child care setting;
- One (1) year of experience working in a lead role.

LICENSES REQUIRED

- Within two (2) months of employment, the incumbent must possess and maintain valid, current First Aid and Adult/Child CPR Certificates.
- Valid and appropriate California Driver License.
- All the above licenses and certificates must be maintained as a condition of continued employment.

OTHER

- Prior to employment must have the standard fingerprint clearance by California Department of Justice (DOJ). In addition, fingerprint clearance by the Federal Bureau of Investigation (FBI) is required in accord with Education Code sections 45125, 45125.01 and 49024(a).

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand, walk, sit, talk, and hear for extended periods of time. The incumbent frequently reaches above the head and below the waist, grips and grasps, and uses repetitive motions of the wrists, hands, and fingers. This work involves little to medium physical efforts; frequently exerts up to 25 pounds of force and occasionally exerts up to 50 pounds of force to lift, carry, push, or pull objects. . This position requires specific visual acuity sufficient to operate a vehicle between site locations, see small details in a classroom or playground environment, and distance vision to observe children’s activities and behavior both indoor and outdoor; speech and

vocal capacity sufficient to be heard in a noisy environment; hearing sufficient to be able to recognize when a child is having difficulty or being disruptive. Employment is contingent upon passing a physical and back evaluation test.

Work Environment:

This job operates in a child care environment, indoors and outdoors, exposed to outside weather conditions and temperature changes. The noise level can become loud depending on activity (i.e., outside activities, field trips, etc.) but will remain within moderate noise level range. The role is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses. The incumbent has direct and indirect contact with students, the public, and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, negative interpersonal situations, and without direct guidance from supervisor.

SALARY RANGE

Salary Range 34

Classified Bargaining Unit Salary Schedule

Job classification and salary allocation to Range 33 approved 1/23/97

Salary reallocation from Range 33 to Range 34 effective 7/1/05

Reactivation of classification approved by Personnel Commission effective 3/11/21