



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## CHILD CARE PROGRAM FACILITATOR

### JOB SUMMARY:

Under general supervision of the Child Care Program Supervisor and in collaboration with the site administrator and staff, plans, organizes and directs the operation of the Child Care Program at a school site.

### 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.

### REPRESENTATIVE DUTIES (*E* denotes an essential function of the job.):

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

Plan, select, implement and participate in a variety of educational and recreational activities to meet the needs and interests of individual and/or groups of children; *E*

Provide each child the opportunity to develop in a positive environment that enhances and encourages children's social, intellectual, motor, creative and language development; provide guidance, assistance, and encouragement with various projects; *E*

Provide for the supervision and safety of the children as required during indoor and outdoor activities; respond to children's needs and problems in a patient, caring and sensitive manner; *E*

Coordinate, train, and provide daily direction for the work of Child Care Program staff at a school site; *E*

Establish and monitor children behavior standards in cooperation with the site administrator and Child Care Program Supervisor; *E*

Utilize appropriate behavior management strategies and techniques as needed; *E*

As a mandated reporter, watch for signs of neglect or suspected abuse; report any concerns according to established guidelines; *E*

Under direction of the Child Care Program Supervisor, assist in evaluating the performance of Child Care Program staff; *E*

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

Work with the site administrator and Child Care Program Supervisor to determine the use of facilities and equipment and communicate any problems or concerns as appropriate; *E*

Monitor and maintain the budget and other financial records of the Child Care site; *E*

Maintain parent contact through formal and informal communications; *E*

Plan student meal times, inventory supplies, order supplies from District warehouse and shop for items not available through District resources; *E*

Attend staff meetings and training sessions;

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;

Perform other duties as required to accomplish the objectives of the position.

**SUPERVISION:**

Receives general supervision from the Child Care Program Supervisor and works in collaboration with the site administrator or designee.

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 Child Care facility;
- General needs and age appropriate behaviors of children;
- Child development and appropriate behavior modification methods;
- 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;
- 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;
- 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;
- Operate various office equipment, including data and word processing equipment and software programs;
- 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;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

**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;
- Passing the Instructional Assistant Competency Examination;
- A Bachelor's degree in education or related field from an accredited college or university is desirable.

**Experience:**

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

**LICENSES REQUIRED:**

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).

Within two (2) months of employment all Child Care Program Facilitators are required to 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.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 10/9/03, 2/14/08, 10/14/10, 3/14/13

Job Description Review and Revisions Effective: 8/13/15