

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Assistant Child Care Coordinator</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	3
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	891
<b>Reports to:</b>	Child Care Coordinator

### **JOB SUMMARY**

Under the general supervision of the child care coordinator and family and consumer sciences teacher, the assistant child care coordinator assists with the daily care and nurturing of infants and children and the training, mentoring, supervision and evaluation of high school students who participate in the childcare courses. Also assists in the development and evaluation of the child development teaching program.

### **ESSENTIAL JOB FUNCTIONS**

- Assists with the supervision and directs activities of high school student child care assistants.
- Assists with design and supervision of children's learning environment, activities and play (to provide experiences for cognitive, social, emotional, large and small motor development).
- Keeps environment clean, safe and sanitary for children; implements OSHA, Health and Fire safety regulations.
- Performs general cleaning duties, including scrubbing/sanitizing walls, cupboards, tables, high chairs, placemats, toys, sleeping mats, changing station, cribs, lockers, cabinets, books, rocking chairs, etc. and cleaning laundry.
- Maintains health appropriate practices for children, including being aware of and watching for illness and cleaning up results of illness in a safe and effective way. Dispenses medications (as directed by legal guardian) and provides first aid under direction of coordinator.
- Develops and implements communication and sequencing skills.
- Relates calendar and bulletin boards to regular learning topics and experiences.
- Assists with ordering supplies for child care center.
- Coordinates with parents and administrative staff; communicates and corresponds with parents regarding child's development and related concerns (i.e. behavioral problems, tuition payments, etc.).
- Assists children and infants with daily needs and requirements (meals, diaper changes, personal hygiene, etc.); responsible for providing age-appropriate discipline when necessary.

- Assists with design of high school students' curriculum to meet with course requirements; oversees high school students assisting with the daily care and nurturing of infants and children.
- Assists high school students in maintaining records of children's schedules--feedings, diaper changes, medications, etc.
- Tracks high school student's attendance and progress; assists in grading and evaluating students.
- Assists with maintenance of filing system of curriculum, materials and personal records (i.e. vital statistics, financial information, medical records, immunization records, registration information, release forms, etc.).
- Performs duties of child care coordinator when coordinator is absent.
- Writes student reference letters for job applications and scholarships as required.
- Monitors inventory for snacks.
- May supervise after hours and handle any situations that arise.
- May be responsible for preparing charts for the CACFP food program, planning menus and preparing meals.
- May attend seminars relating to child/day care.
- May run errands and shop for day care needs.
- May implement and evaluate Individual Educational Program (IEP) for children with special needs.

### **MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience, Associate's Degree or Bachelor's Degree in Early Childhood Education is preferred.
- One (1) year of experience.
- Food Handler's permit.
- First Aid and CPR certification.
- Child development associate (CDA) credential or equivalent preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of child development stages.
- Knowledge of child safety, first aid, and personal hygiene concerns.
- Ability to operate small office equipment and computers.
- Ability to communicate effectively and to work effectively with high school students.
- Ability to remain flexible and calm and to display patience and understanding.
- Ability to write lesson plans and activities.
- Ability to enforce age-appropriate disciplinary guidelines.
- Ability to maintain inventory and make budget recommendations.

### **PHYSICAL DEMANDS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

## **WORKING CONDITIONS**

Employees in this position work in a safe, but dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*