

## 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.*

**Job Title:** Early Childhood Education Training (ECET) Center Coordinator  
(Alternative Title: Child Care Coordinator)

**Pay Table:** Support

**Pay Grade:** 8

**FLSA Status:** Non-Exempt

**Job Code:** 892

**Reports to:** Family & Consumer Sciences Early Childhood Education Teacher, CTE Coordinator, and ECE Pathway Specialist

### **JOB SUMMARY**

Under the supervision of the Family and Consumer Sciences Early Childhood Education (ECE) Teacher, CTE Coordinator and the ECE Pathway Specialist, the ECET Center Coordinator is responsible for overseeing the daily operation of the ECET Center. Supervises programs and activities for high school students to help prepare them for the caring of infants and children in the childcare industry.

### **ESSENTIAL JOB FUNCTIONS**

- Directs the operations of the Early Childhood Education Training (ECET) Center. Assists with the supervision of the assistant ECET coordinator, ECET assistants and high school students. Meets regularly with staff to coordinate center activities.
- Works with the Early Childhood Education teacher, as well as staff assistants, to design and supervise the center learning environment and activities to provide experiences for cognitive, social, emotional, large and small motor development, etc.
- Plans and coordinates special activities for children. (i.e. parent programs, guest speakers, etc.).
- Supervises and supports, as well as assists in the implementation of child activities developed by Early Childhood Education high school students for the children. Evaluates high school students on a daily basis. Provides the Early Childhood Education teacher with appropriate progress updates, which contribute to term grades.
- Takes daily attendance records for high school students assigned to the childcare center.
- Supervises the care of children and infants assuring that daily needs are taken care of (meals, diaper changes, personal hygiene, etc.) and is responsible for the implementation of age-appropriate disciplinary plan.
- Maintains the level of current enrollment and waiting list for future reference.
- Shops for and purchases or requisitions food, supplies, and materials for the center.
- Plans menus following age-appropriate nutritional guidelines.

- Supervises the preparation, serving, and clean-up of ECET meals (i.e., breakfast, lunch, snacks).
- Teaches food preparation and hygiene skills to high school students and children.
- Prepares and implements work schedules for part-time employees and high school student teachers; tracks and verifies accuracy of the ECET Center employee time cards.
- Assists in the selection, hiring, training and evaluation of child care personnel.
- Supervises the preparation of teaching materials.
- Keeps the center clean, safe and sanitary for children. Coordinates with the custodial staff to assure adherence to OSHA, health, fire safety and other regulations.
- Maintains filing system per state regulations, including ECET Center personnel records. Updates children's files--personal information, vital statistics, medical forms, immunization records, medication release forms, accident reports, etc.
- Relates calendar and bulletin boards to regular learning topics and experiences.
- Dispenses medication to children (as directed by guardians). Provides first aid as required and maintains current CPR credential.
- Coordinates with CTE Coordinator and/or ECET Pathway Specialist concerning center issues.
- Communicates and coordinates with parents to report children's progress and other related information.
- Writes student reference letters for employment and scholarship recommendations.
- Assists Early Childhood and Child Development teacher(s) and the CTE Coordinator with other duties as required.
- Manages the ECET Center budget.

### **MINIMUM REQUIREMENTS**

- A currently valid national certification (CDA—Child Development Associate or CCP—Certified Childcare Professional) with one (1) year of experience teaching children or an Associate's Degree in early childhood education or child development with one (1) year of experience teaching children or a Bachelor's Degree in early childhood education or child development.
- Three (3) years of experience in child care.
- Red Cross Child and Infant CPR and/or First Aid Certification.

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

- Knowledge of child development skills and age-appropriate discipline procedures.
- Ability to communicate effectively with children and parents.
- Knowledge of child safety rules/regulations and health codes.
- Office management skills including:
  - a. Ability to use small office equipment and computers.
  - b. Ability to prepare and process purchase orders.
  - c. Ability to maintain inventory and property.
  - d. Ability to make budget recommendations and manage the budget.

**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 dynamic environment that requires flexibility and the ability 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.*