BUENA PARK SCHOOL DISTRICT

LEAD CHILD CARE ASSOCIATE

DEFINITION:

Under the direction of the immediate supervisor to independently create, organize, and lead a child care program and environment favorable to learning and personal growth; to perform clerical duties; and to do related work as directed.

EXAMPLES OF DUTIES:

Assumes responsibility for the management and operation of the child care center; assists children in making a satisfactory transition from home to school; plans, implements, and monitors activities and programs for students in accordance with District policies and procedures; maintains a healthy and motivating environment; develops daily schedules and assigns staff duties; establishes and maintains standards of student behavior needed to achieve effective participation in activities while maintaining an informal atmosphere; physical interaction with students during inside and outdoor activities; takes responsibility for clerical tasks including record keeping, filing, attendance reports and billing/cash reports; communicates regularly with center staff and other child care personnel; establishes and implements procedures for communicating with parents and the community; consistently maintains provisions of the child care contract; participates in planning of staff development as well as attending recommended training programs, conferences, courses, and other aspects of professional growth as required; obtains substitutes for absent center staff; follows District procedures; and completes other assigned duties.

QUALIFICATIONS:

Knowledge of:

Basic concepts of child growth and development, and developmental behavior characteristics; student behavior management strategies and techniques; appropriate English usage, punctuation, spelling, and grammar; basic arithmetical concepts; routine record management, storage, and retrieval systems and procedures.

Ability to:

Ability to perform essential functions of the job with or without reasonable accommodation; demonstrate an understanding, patient and receptive attitude toward elementary age students; communicate effectively in oral and written form; perform routine clerical tasks and operate educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with children and adults.

EXPERIENCE:

Two years of paid or volunteer experience working with elementary age children.

EDUCATION:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, instructional technology, or a closely related field. To obtain with two years a minimum of 12 units of Early Childhood Education or Child Development and/or Children's Center permit as well as 3 semester units in administration.

CERTIFICATE REQUIREMENT:

Must obtain within 30 days of employment a First Aid Certificate and CPR Certificate.
Must meet federal NCLB/ESEA requirements one of the following ways:

1. AA degree or higher from an institution of higher education.
2. A minimum of 48 semester units of course work at an institution of higher education.
3. Successful passage of the District’s examination with a score of 70% or higher. The exam contains three sections: English/Language Arts, Math, and Ability to Assist.

Board Approved: September 13, 2010