

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: 10

FLSA Status: Non-Exempt

Job Code: 892

Reports to: ECET Center District Supervisor and the High School Principal

JOB SUMMARY

Under the supervision of the ECET Center District Supervisor, the ECET Center Coordinator is responsible for overseeing the daily operation of the ECET Center in a high school. 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. Supervises the assistant ECET coordinator(s) and high school student ECET assistants.
- Supervises the care of children and infants (ages 6 weeks to 5 years old) assuring that daily needs are taken care of (meals, diaper changes, personal hygiene, etc.) and is responsible for the implementation of age-appropriate disciplinary procedures.
- Designs and supervises the center learning environment and activities to provide experiences for cognitive, social, emotional, large and small motor development, etc.
- Coaches and corroborates on the daily schedule of each classroom in the center, assuring the implementation of developmentally appropriate activities developed by ECE high school students for the children.
- Evaluates ECE high school students and provides the ECE teacher with appropriate updates which contribute to term grades.
- Supervises and trains on proper health guidelines with regard to the preparation, serving, and clean-up of ECET meals (i.e breakfast, lunch, and snacks).
- Plans, executes, and evaluates training opportunities for all staff within the ECET Center.
- Communicates daily with parents/guardians of children attending the center. Informs parents of daily activities, children's progress, and other related information, including behavior/physical incidents that may have occurred.
- Ensures the safety of children in the center, being the first contact with parents when children are misbehaving or ill.

- Oversees children's individual personal supplies (diapers, wipes, bottles, extra clothing, etc.) and notifies parents to restock supplies if necessary.
- Dispenses medication to children, as directed by parents/guardians.
- Maintains appropriate health practices for children, including being aware of and watching for illness and cleaning up results of illness in a safe and effective manner.
- Coaches and mentors ECE students on the culture of a childcare center, the daily routine, workplace skills, and their personal growth within their instructional education.
- Meets regularly with the ECE teacher and ECET staff to coordinate center activities that are developmentally appropriate and meet the objectives of the ECE courses.
- Supervises, evaluates and offers support with implementation of activities developed by ECE high school students for the children.
- Provides student reference letters for employment and scholarship recommendations, as well assists with any credential/licensing paperwork for ECE students.
- Coordinates ECET staff schedules; tracks and verifies accuracy of staff timecards.
- Assists with finding substitutes for the center when the need arises; may be required to cover shifts that are not filled.
- Plans and coordinates special activities for children (i.e. parent programs, guest speakers, etc.)
- Coordinates with school cafeteria manager to make sure meal plans follow age-appropriate nutritional guidelines.
- Keeps center clean, safe, and sanitary for children. Coordinates with the custodial staff to assure adherence to OSHA, health, fire safety, and other regulations.
- Maintains current enrollment for the center from the District's ECET waiting list.
- Collects enrollment information and ensures that children's immunizations are up to date.
- Takes daily attendance for high school students assigned to the center.
- Manages the ECET Center budget. Purchases inventory of materials for the center (cleaning supplies, paper goods, instructional materials, age-appropriate toys and furniture, office supplies, kitchen supplies, etc.)
- Maintains filing system as per state regulations, including children's files, personal information, vital statistics, medical forms, immunization records, medical release forms, accident reports, etc.

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.