

PACE CHILDCARE COORDINATOR

Classification: Instructional – School Based

Location: PACE Day Care

Reports: Building Administrator

FLSA: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position provides support to the building principal for the operation of the PACE Child Care Center. Incumbent serves as administrative assistant responsible for supporting the building principal and providing administrative leadership to the PACE Instructional Assistant. Incumbent may exercise leadership authority over record keeping, billing, staff scheduling and infant enrollment under the supervision of the administrator.

Part II: Supervision and Controls over the Work:

Work under the supervision of a district/building administrator. Work is controlled and/or guided by state regulations and statutes (e.g. ADA, Oregon Employment Department Childcare Division requirements), professional practice, school and district policies and procedures, and directions and expectations as established by administration.

Part III: Major Duties and Responsibilities:

1. Monitor daily child care center operations.
2. To ensure licensing of the PACE Child Care Center: apply for license renewal, plan and complete fire, sanitation and child care inspections. Work with licensing agent to meet applicable licensing regulations. Plan and conduct emergency drills to meet licensing requirements.
3. Maintain and abide by the Oregon Employment Department Child Care Division's *Rules for the Certified Child Care Centers* and OAR 414-300-0000 through 414-300-0415.
 - a. Maintain confidential children and infant enrollment records. Archive children and infant enrollment records and teen parent applications as required by state and district policies and procedures.

- b. Maintain staff training records; facilitate staff training opportunities and maintain 18 hours of training for staff or as required by state statute.
 - c. Attend yearly mandatory trainings, verify teen parent financial forms, approve or deny teen parents applications for child care services.
 - d. Monthly billing to the Department of Education (Special Population Subsidy Program Child Care Development Fund) to operate the PACE Program and Child Care Center, as well as to Department of Human Services ERDC for funds to operate the Child Care Center; billing results in \$50,000 to \$100,000 annually. Receive, review and process invoices monthly. Includes monitoring teen parent income, single or married status, and family size in order to determine eligibility and bill for subsidies. Assess year end balance and adjust to insure it aligns with ODE Agreement maximum funds allowed.
 - e. Monthly billing to the Department of Human Services Job Program for payment for child care; monitor, record, and enforce corresponding attendance contract. Brings in at least \$12,000 annually.
 - f. Ensure the day to day practice of district and child care center policies and safety rules.
 - g. Ensure the implementation of Oregon’s QRIS (Quality Rating and Improvement System), including planning and teaching as defined by the QRIS System. Develop, implement and monitor operations and curriculum improvements aligned to the five QRIS domains as determined by the annual QRIS self-assessment resulting in improved quality child care.
 - h. Coordinate 8 child care staff members, prepare multiple staff work schedules (daily, field trips, assembly schedules, increase in child care enrollment), and meet state required child care provider-to-children ratios.
 - i. Monitor and support child care center staff assessing infants and children using the ASQ (Ages and Stages Questionnaire) Gold Standards
4. Coordinate the PACE breakfast and lunch, process free and reduced lunch applications, inventory and submit daily meal orders, record meals purchased, maintain records, collect funds, make deposits, and supervise students. Ensure food safety, ensure maintenance of equipment, schedule safety and health department inspections. Attend mandatory Nutrikids POS and free and reduced lunch application training.
 5. Enroll infants and children, receive and review required documentation and verify: immunizations, mandatory reporting, release to observe, medication forms.
 6. Ensure transportation is arranged.
 7. Receive, verify, excuse and report attendance: children, infants, teen parents and interns.
 8. Collaborate, communicate and coordinate daily with PACE Program Coordinator to mentor teen parents regarding housing, physical and mental health, nutrition, baby supplies, and other needs of the teen parent and/or infant/child.
 9. Supervise high school lab students daily: interview students, review policies and procedures, assign students to child care center rooms, mentor students, assess, and evaluate, provide supplementary child care curriculum via DVD, articles and summaries.

10. Supervise high school students daily from Early Learning Center and Health Services programs: interview, review policies and procedures, assign students to child care center rooms based on internship training goals, (Early Learning interns only: provide opportunities for interns to participate in teaching and learning activities, sharing information on teaching strategies, approve lesson plans written by interns,) provide feedback, communicate with Early Learning and Health Services teachers, evaluate, record, and report evaluation.
11. Mentor and evaluate community college Early Childhood Education Practicum students.
12. Supervise Early Learning high school students observing in child care center.
13. Conduct office management: Greet visitors entering the day care and provides direction, guidance, and direct assistance. Answers telephone and respond to inquiries; screens telephone calls and/or redirects call based on knowledge of PACE Program. Receives, routes, distributes, and as appropriate redirects mail to staff. Makes independent decisions of Child Care Center budget in areas of supplies, materials and equipment (purchases not to exceed \$500.00). Takes initiative to identify repair and maintenance needs, and submit, track, and follow-through on repair and maintenance work orders. Develop and communicate with Child Care Center staff information regarding calendar dates of events, trainings, meetings, schedule changes, teen parent activities.
14. Establishes and/or implements Child Care Center processes and procedures, and provides directions to staff as appropriate. Makes arrangements for coverage during absences (monitor sub requests as initiated by staff, arranges substitutes if not), breaks, lunch, and other situations. Ensures substitutes are aware of expectations and procedures and assist and support as necessary.
15. Train Child Care Center staff, maintains staff time and attendance records. Monitor staff time logs as required by licensing requirements.
16. Responds to day-to-day student crises, visitors, and other unexpected items.
17. Communicate and attend meetings with social services agencies.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

- Possession of an Associate Degree or equivalent in business, education or related field.
- Incumbent must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population. Incumbent must:
 - 21 years old and possess high school diploma or equivalent.
 - At least two years training in early childhood development.
 - At least three year's successful experience in a supervisory capacity with adults or children in a group setting such as a classroom or child care center.
 - Ability to maintain accurate and reliable records and data.

- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Ability to work effectively, productively, and collaboratively with students, parents, staff, and community members, personally, telephonically, and through electronic communications, in a warm and confident manner.
- Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
- Ability to maintain confidentiality in all matters.
- Ability to communicate effectively verbally and in writing and to use correct punctuation, spelling and use of English.
- Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents and community.
- Possess a valid driver's license and access to vehicle for local travel between work sites.

Part V: Desired Qualifications

Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the position:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must lift and/or move 10 – 50 pounds, and may assist, move, or redirect children, infants or students when required to assist in daily care or to intervene in student or child/infant safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious disease as carried by students and/or children and infants, and exposed to children and infant noise.
- The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.