

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: **CHILDCARE COORDINATOR**

QUALIFICATIONS:

1. Desire to work with preschool to elementary age students
2. Ability to communicate effectively
3. Ability to keep good records in terms of attendance, accounting, and employee hours
4. Excellent organizational skills
5. Ability to establish and maintain effective management and discipline
6. Excellent technology skills for program management
7. Education Level: Bachelor's degree or higher
8. Current CRP and First Aid Certificates, Meet Missouri Licensing Standards
9. Experienced Desired

REPORTS TO: Director of Early Childhood

JOB GOAL: Serve as the coordinator of the childcare programs in accordance with district policies and procedures. Successfully incorporates the District's mission and goals into the childcare programs. The childcare program serves to enhance the learning opportunities offered to the students of the Ozark Public Schools.

PERFORMANCE RESPONSIBILITIES:

1. Manages child care programs; keeps attendance records, accounting records, employee hours, and follows guidelines and regulations outlined by the State of Missouri.
2. Assists in recruiting, screening, and hiring appropriate employees to work in childcare programs.
3. Assist in Establishing and maintaining procedures that ensures appropriate supervision
4. Ability to transport daily via personal transportation to various district sites.
5. Develop and maintains a safe, supportive learning environment and utilizes effective practices to promote desirable student conduct.
6. Provides for effective selection, induction, and continual staff development and improvement of staff.
7. Provides assistance on the childcare budget and use of fiscal resources.
8. Provides assistance of evaluation of childcare program personnel; makes recommendations for hiring, discipline, and termination.
9. Promotes, nurtures, and demonstrates positive interpersonal relations with students, staff, and community.
10. Participates in collaboration with Director of Early Childhood, Assistant Director of Early Childhood, principals, site coordinators, and parents.
11. Performs other duties and responsibilities as assigned by their supervisor. All work responsibilities are subject to having performance goals and/or targets established as part of the evaluation process.

PHYSICAL DEMANDS: Ability to move around in the instructional area and be able to lift up to 50 pounds.

TERMS OF EMPLOYMENT: Base annual contract of eleven months as per approved school calendar; compensation as per adopted salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated Annually by Director of Early Childhood

APPROVED BY SCHOOL BOARD: February 21, 2019