

27J SCHOOLS EXEMPT JOB DESCRIPTION

Job Title: Childcare Coordinator
Date Prepared: September 20, 2019, Reviewed December 2020
Work Year: 12 Months
Department: Finance
Reports to: Director of Childcare Services

SUMMARY: Coordinate all activities of 27J School's Before/After, Breaks, and Summer Childcare Programs. Duties include monitoring financial operations, student enrollment, and attendance, implementing age-appropriate and educational activities for students, evaluating site managers and additional Child Care staff, and developing partnerships with school principals, the State of Colorado Department of Child Care, community members, and school clientele. This position will provide onsite supervision when needed to the 27J Childcare programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but may not be limited to the following.

- D 20% Ensures that the site managers and staff conform to federal, state, and local rules, regulations, and licensing requirements. This may include but is not limited to weekly visitations, review of records and forms, analysis of activities and creating policies and procedures for each program in line with the State of Colorado's Rules Regulating School-Age Childcare Centers.
- M 25% Responsible for staffing functions including approval of requests for overtime and monthly timesheets for all Before/After, Breaks and Summer Childcare staff. Reviews site schedules and staffing patterns. Reviews purchases of consumables and equipment. Ensures district funds are spent according to policy.
- D 25% Collaborates with Before/After, Breaks, and Summer Childcare Program Managers to design and implement age-appropriate activities for students including coordinating enrichment activities, games, homework, and community events. Assists with the designs and implementation of curriculum to be utilized in the program and adapting programs to special needs population as needed. Collaborates with Managers to ensure programmatic compliance with ADA and 504 plans.
- W 10% Provides community outreach and engages in business development to improve and grow the programs. Corresponds through written and oral communication with the Managers and community. May be required to attend community, school, and/or District functions. Collaborates in the correspondence to families, including newsletters, email updates, and marketing materials. Ensures clear and concise information is disseminated to clients and staff.
- D 7% Along with the Director of Childcare Services, responsible for recruiting, hiring, training, scheduling, staff development, termination, and evaluations of site managers and additional site staff. Supports Managers in their supervisory responsibilities of site staff.
- M 5% Along with the Director of Childcare Services, responsible for the integrity of school-based collections and enrollment records. Trains and monitors site managers on proper financial practices including purchasing card policy.
- M 4% Arranges monthly Manager meetings to provide program updates, gather feedback, and problem-solve any issues that may arise. Set up & attends training sessions for self and staff for requirements set forth by State of Colorado Department of Childcare. Collaborate to revise printed/online forms and other communications as needed, to include the district web page.
- M 3% Fills in for Manager or other staff in emergency situations.
- D 1% Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: Must have State of Colorado large child care center certificate. Bachelor's degree in Early Childhood

Education, Child Development, Business Administration or related field preferred but not required. An equivalent combination of Colorado childcare certificate, education and experience will be considered.

EXPERIENCE: A minimum of three years' experience managing and directing child care programs or related activities. At least three years of bookkeeping experience required. Two or more years of experience in supervising employees required.

SKILLS, KNOWLEDGE, & EQUIPMENT: Managing people, using Microsoft Office software, supervisory skills, fulfilling annual requirements of Colorado Department of Child Care to maintain license, basic knowledge of age-appropriate developmental and enrichment activities for school age children, ability to manage multiple priorities, to maintain confidentiality, promote and follow Board of Education and Superintendent policies.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license; CPR, First Aid, and Universal Precautions certification must be obtained in the first month of hire. Colorado large childcare center certificate required at time of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position supervises the managers of Before/After, Breaks, and Summer Childcare programs. Position is responsible to work with principals to evaluate, terminate, discipline, and direct workload of the site managers.

JUDGMENT AND DECISION MAKING: Work is self-directed, but assignments are given to the individual by Director of Child Care Services, Chief Financial Officer or the Superintendent.

DIVERSITY OF DUTIES: This position will visit the schools' Before/After, fall break, and Summer Childcare programs to evaluate program and make suggestions for improvements that may benefit the student population at a school. This person will also determine whether the program is compliant with all applicable rules & regulations required for a child care facility. Position requires knowledge of sound financial operations, child development, child care rules & regulations, developing relationships, acting as a liaison between different entities, problem solving, analysis of situations and follow-up on issues related to the programs. Requires attention to detail, ability to learn & use financial system, conflict resolution, training skills, analyze, evaluation, communication skills, maintain confidentiality, critical thinking and problem solving skills

SAFETY TO SELF AND OTHERS: Low risk to self and others to bruises, cuts, disease, and repetitive motion or stress.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to walk, stand, talk and hear. They are frequently required to sit, use hands to finger, handle, or feel, reach with arms and hands, and to taste or smell. The employee occasionally required to climb or balance, or to stoop kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. This position requires no specific vision skills.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, and instruct. They are frequently required to coordinate, synthesize, evaluate, use interpersonal skills, compile and negotiate. They will occasionally be required to copy and compute.