

**BRIGHTON SCHOOL DISTRICT  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Child Care: Quality Assurance Specialist  
**Date Prepared or Last Modified:** December 1, 2021  
**Work Year:** 12 Months  
**Department:** Childcare Program  
**Reports To:** 27J Schools Child Care Coordinator

**SUMMARY:** Responsible for ensuring that the state mandated professional development plan for safety and child growth and development for all staff is followed and implemented, while maintaining the state licensing rules regulating school-age child care programs. Prepares and maintains a variety of program resources to meet the quality standards of the department and in compliance with state regulations. Assist with ADA compliance within the programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 55% Collaborate with District Coordinator to prepare and maintain resources such as online curriculum, theme boxes, Full Steam and SPARK activities for district wide program use. Ensure that training in all resources is applied to all staff members. Ensure ADA compliance with all special needs requests.
- M 12% Coordinate all aspects of CPI, CPR, First Aid and building safety employee training and staff development to provide professional development opportunities in compliance with state licensing regulations.
- D 6% Purchase materials to support the curriculum and training.
- W 5% Assist Childcare Coordinator with assessment of quality of services provided.
- M 5% Serve as support for individual program improvement as needed.
- M 5% Hire, schedule, train and evaluate program staff, in cooperation with Coordinator and site Manager.
- D 5% Serve as support for individual programs in planning and improvement as needed.
- M 2% Attend monthly and or/quarterly meetings with Coordinator and Managers to assess quality of programming.
- A 2% Work with site Managers to ensure school age programming with state licensing regulations and district policies and procedures. State licensing regulations will conduct yearly inspections with the Manager and Coordinator.
- D 1% Work in programs as needed for absences.
- A 1% Assist with maintaining and up-dating Parent Handbook and district webpage and any other written material for distribution that promotes the program.
- Ongoing 1% Perform 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 AND TRAINING:**

**1.** High school diploma or equivalent.

Must have completed at least one of the following qualifications:

- A. A 4-year college degree with majors such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the Human service field.
- B. A two-year college training and 6 months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care/supervision of 4 or more children.

C. Three years of satisfactory/verifiable full-time or equivalent part-time. Paid or volunteer experience, since attaining the age of 18, in the care/supervision of 4 or more children. The program director must complete 6 semester hours, 9 quarter hours in course work which must be in child growth/development and be from an accredited college or university, or 40 clock hours of training in course work (child growth/development) applicable to school-age children within the first 9 months of employment.

**EXPERIENCE:** 2-5 years of experience in childcare or recreation center with 40+ kids; 3 years of experience in a supervisory role; and 2 year of experience in bookkeeping, inventory, planning, and purchasing.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Must have exceptional skills in oral and written communication, English language; basic math and accounting; personal computer; customer service and public relations; critical thinking, problem solving and organizational skills. Ability to manage with confidentiality in all aspects of job; ability to manage multiple priorities; ability to manage multiple tasks with frequent interruptions; diffuse and manage volatile and stressful situations, have knowledge of nutrition, health, and Child growth/development.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Vendor approved First Aid, CPR, standard precautions, and CPI certified trainer certification REQUIRED within 30 days of hire. 15 hours of childcare training is required annually.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** Directly supervises curriculum and training of departmental staff. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include quality assurance of staff training and services offered.; directs and guides curriculum; addresses complaints and resolves problems; and trains employees. Will assist with interviewing, provides input into the performance appraisal.

**SAFETY TO SELF AND OTHERS:** Low exposure to self and others in regards to the following; cuts and bruises due to typical classroom and playground accidents, heat burns due to kitchen appliances, fractured bones due to falling, hernia due to improper lifting of supplies or children, disease due to handling body fluids, repetitive motion injuries due to paperwork/filing, and loss of sight due to playground/activity accidents if a person in this position fails to maintain a clean and safe learning and play environment for students.

*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 stand, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; taste and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly exposed to fumes and airborne particles. They occasionally work near moving mechanical parts; exposed to outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

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