

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

Flagler Technical College – CHILDCARE WORKER II

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Completed Department of Children and Families (DCF) forty-five hour Introductory Childcare Training.
- (3) Valid Childcare Director's Credential, educational exemption, or equivalent.
- (4) CPR and First Aid or be willing to obtain within 90 days of employment.
- (5) Experience in child care programs or related field preferred. (1) year

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Knowledge of Department of Children and Families (DCF) regulations for daycare centers. Ability to establish and maintain harmonious working relationships with children, parents and staff. Good problem-solving skills. Good oral and written communication skills. Ability to plan and operate a developmentally appropriate program for young children.

REPORTS TO:

Early Childhood Education Supervisor

JOB GOAL

To coordinate and provide a safe and healthy learning environment for young children in accordance with DCF rules and regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain and renew certification of daycare center with DCF. Ensure compliance with all DCF rules and regulations.
- * (2) Ensure proper staff coverage to meet required staff to child ratio.
- * (3) Plan and implement an age-appropriate child care program. Care for infants and toddlers in program. Develop plans to meet individual child's needs.
- * (4) Prepare and maintain health records, DCF required forms and attendance.
- * (5) Keep employee files up to date for DCF license.
- * (6) Organize and implement daily activities appropriate for children served.
- * (7) Maintain and inventory all program equipment, supplies and materials in a neat and orderly fashion.
- * (8) Communicate with parents and staff in a professional manner.
- * (9) Participate in in-service training programs
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

CHILD CARE SITE MANAGER (Continued)

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 5

SALARY LANE: Support LGZ

7/27/2023