



SUPPORT AND TECHNICAL

LEAD CHILD CARE CENTER

JOB DESCRIPTION

JOB TITLE: Child Care Center Lead
REPORTS TO: Campus Principal
LOCATION: Lester Arnold High School

FLSA STATUS: Non-Exempt
PAY GRADE: SAT 3
DAYS: 192
JOB ID & DATE: SAT-01 | March 2024

JOB PURPOSE SUMMARY

The Early Learning Center Supervisor and Teen Parent Program Advisor is responsible for the overall day to day operation of the Early Learning Center. Under general supervision, the Early Learning Center Supervisor ensures compliance with licensing rules and regulation

REQUIREMENTS

Education Level Details

Associates Degree, Bachelor's preferred in Early Childhood Education or related field

License / Certification Required

Possess or qualify for a Large Center Director Certificate through the Colorado Department of Early Childhood Child Care Licensing and Administration, Division of Early Care and Learning. District may assist in the application for this certification.

Work Experience Required

Minimum of two (2) years experience with infants and toddlers in a licensed child care facility with at least one (1) year in a management role

Other Skills and Abilities Required

Excellent customer service skills.
Able to build successful relationships and have the ability to influence people at all levels.
Proven track record of high performance and exceptional results.
Able to lead and manage successfully.
Effective verbal and written communication skills.
Ability to work with frequent interruptions and changing priorities.
Computer literate, including proficient with Microsoft Office and Google Workplace
Strong communication, public relations, and interpersonal skills
Effective English and Spanish communication skills strongly preferred
Bilingual preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Addresses and manages conflict and complaints.
- Supports a learning-oriented organizational culture that emphasizes quality experiences for children, collaborative relationships, continuous improvement, and high performance by developing curriculum.

- Promotes a safe, nurturing, healthy, positive, caring environment where self-concepts are enhanced, independence encouraged, and individuality respected.
- Monitor Teen Parent and Early Childhood Education student activities, assign grades for exit outcomes for Child Care Lab and grade assignments.
- Advises and directs teen parents needing post-secondary services including education, financial assistance, child care, and transportation.
- Assists Teen Parent Coordinator with meetings involving outside agencies to provide services to teen parents and their children.
- Develops and maintains parental rapport: keeping parents informed of their child's daily experiences and center activities.
- Orders and maintains child care supplies and equipment.
- Fosters and cultivates partnerships with other organizations.
- Supports parents/guardians with maintaining their Child Care Assistance Program (CCAP) approval
- Develops educational programs and standards.
- Implements developmentally appropriate practices in infant and toddler classrooms.

Budget

- Oversee budgets and allocate program funds.

Policy and Compliance

- Ensure compliance with licensing rules and regulations.
- Maintains accurate records on children to include development, attendance, immunization, and general health; maintain accurate waiting lists.
- Prepares and maintains administrative and business reports and records; record payments, bill late charges, collect delinquencies; review financial reports; analyze problems in these areas and make recommendations to resolve them.
- Maintain daily food service records for Early Learning Center as part of licensing and funding compliance.
- Establishes policies and communicates them to staff and parents.

Personnel Management

- Recruits, trains, and supervises quality staff.
- Supports the hiring and training of new staff members.

Other

- Other job related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Serve as Building Blocks center director and supervise infant and toddler group leaders and student assistants.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____